

SWEET BRIAR COLLEGE

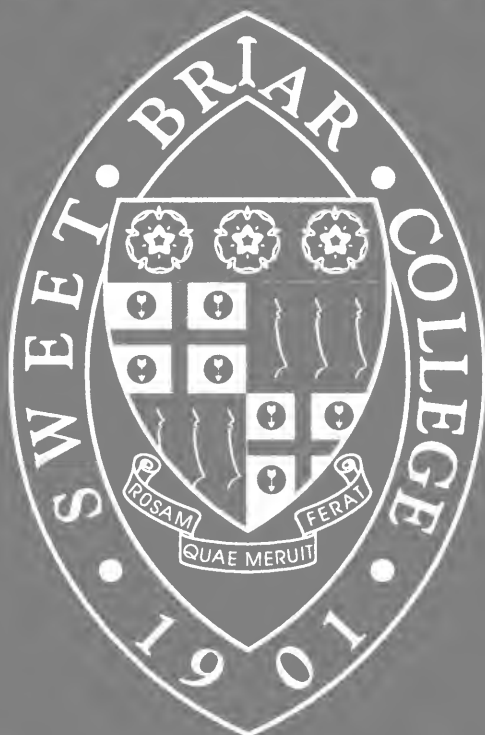


3 2449 0510961 8

SWEET BRIAR COLLEGE

1997-1998

Student Handbook



who has earned the rose may bear it."

Sweet Briar College
Sweet Briar, Virginia 24595

Digitized by the Internet Archive
in 2011 with funding from
Lyrasis Members and Sloan Foundation

This publication offers general information and includes some College policies. Consult the College catalog and/or academic rulings, which are on file in the Dean's Office and the Library, as the final authority on all academic policies. Contact the Dean of the College or the Dean of Co-Curricular Life for further clarification.

PRESIDENT'S MESSAGE



This 1997-98 edition of the Student Handbook of Sweet Briar College heralds the College's Centennial Class. Members of the portentous Class of 2001 now join our sophomore, junior, and senior women, our faculty, and our staff in celebration of a powerful community. We ourselves, individually and collectively, are the origin of that power. It is we who can and must make our experience at Sweet Briar intellectually rich and emotionally compelling.

In truth, every year, the individuals who constitute the student body from freshmen to seniors, along with each member of the faculty and each staff member, create a community that is a little different from the ones that went before and from the community that will be next year's Sweet Briar, because each year the mix of individuals who comprise Sweet Briar is different. The codes of conduct that will guide us, and the governance and social structures that will shape us into our unique Sweet Briar are outlined in this handbook. Of particular importance is the Academic Honor Code, the system that governs the integrity of our intellectual and creative work. Please read it carefully.

As I get a chance to meet and talk with each of you, I hope you will take the time to tell me of your feelings about our community. Together, we can make it better with every human encounter.

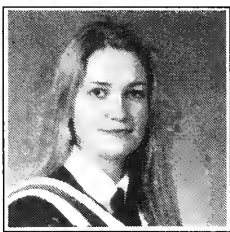
Welcome!

Elisabeth S. Muhlenfeld
President

EXECUTIVE COMMITTEE OFFICERS



KINDLE SAMUEL
SGA PRESIDENT



MARNIE TOKARUK
SGA VICE-PRESIDENT



ERIN VLASATY
SGA SECRETARY



MEREDITH TILLERY
SGA TREASURER



ASTRID LIVERMAN
ACADEMIC AFFAIRS
CHAIR



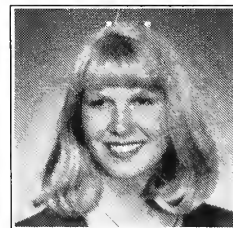
GRETCHEN GRAVLEY,
JUDICIAL CHAIR



JAYME CALABRESE,
JUDICIAL VICE-CHAIR



BRANDY CASH
DAY STUDENT
REPRESENTATIVE



LISA HALL
ORIENTATION CHAIR



DARELLE PFEIFFER
RESIDENCE LIFE STAFF
CHAIR



KATIE RINEHART
SOCIAL ACTIVITIES
BOARD CHAIR

CLASS SYMBOLS

The Class of 1998

Motto: Ne obliviscamur

(Lest we forget)

Colors: Green and black

Emblem: Oak Tree

The Class of 1999

Motto: Spectamur Agendo

(We are proven by our actions)

Colors: Delph blue
and black

Emblem: Lion

The Class of 2000

Motto: Factum non verbum

(Actions not words)

Colors: Purple and gold

Emblem: Swan

The Class of 2001

Motto: Honor ante honores

(Honor before reward)

Colors: Peacock blue and green

Emblem: Peacock

Sweet Briar Song

Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!

Sweet Briar, Sweet Briar, thy columns
white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!

Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!

Table of Contents

Sweet Briar's Mission.....	7
Historical Sketch.....	7

Section I: Student Government Association

Student Petition.....	9
SGA Constitution.....	9
SGA Rules.....	20
1997-1998 SGA Officers.....	22
Honorary Organizations.....	24
Clubs and Organizations.....	27
Committees.....	30
Publications.....	32
Directory of Club and Organization Officers.....	33

Section II: The Honor System

The Honor Principle.....	37
Honor Code Standards of Academic & Non-Academic Conduct.....	38
Students' Rights.....	43
The Judicial Committee.....	43
Judicial Process.....	46

Section III: Residence Life & Housing

Terms and Conditions of College Residency.....	53
--	----

Section IV: College Services

Health and Counseling Services.....	79
Religious Life Services.....	80
Campus Police.....	81
Vehicles.....	82
Food Services.....	86
Campus Services.....	88
Book Shop	
Post Office	
Laundry and Dry Cleaning	
Information Center	
Intra-Campus Mail System	

Recreational and Campus Facilities.....	89
Communications and Transportation.....	92
Library.....	94

Section V: College Policies

Sexual Harassment Policy.....	98
Anti-Discrimination Policy.....	99
Involuntary Withdrawal Policy.....	100
Communicable Disease Policy.....	100
Intercollegiate Athletic Physical Examination Policy.....	100
Confidentiality of Records.....	100
Statement of Compliance.....	103
Class Attendance, Dropping & Withdrawing from Courses, and Final Grades.....	104
Academic Honors and Honorary Organizations.....	105

Section VI: General Information

Campus Offices.....	111
Office of the Dean	
Office of the Registrar	
Office of Co-Curricular Life	
Career Services	
Alumnae Association	
College Officials.....	113
Directory of Hours.....	114
General Information.....	116
Day Student Information	
Campus Employment	
Delinquent Accounts	
ID Cards	
Property	
Public Conduct	
Married Students	
Fundraising	
Sales	
Scheduling Events	
Use of Property and Facilities	
Publicity	
College Calendar.....	120
Campus Map	

Sweet Briar's Mission

Sweet Briar is a four year, independent college whose aim is to prepare women to be active, responsible members of a world community. Its curriculum is organized on the premise that a foundation in the liberal arts and sciences is an essential means to this end. Study of the liberal arts and sciences enhances the development of critical and creative abilities, develops the ability to synthesize disparate information, equips the student for graduate and professional education, and encourages the individual to continue to learn long after leaving Sweet Briar. A broadly based academic program teaches her to view her experience within wider contexts, to appreciate the achievements of the past, to understand the methods and major theories of science, to gain an appreciation of the arts, and to communicate with precision and cogency. At Sweet Briar this study takes place within a residential environment that encourages physical well-being, ethical awareness, sensitivity to others, responsibility for one's actions, personal initiative, and the assumption of leadership.

Sweet Briar continues its commitment as a women's college in order to devote all of its resources to the education of women in the full range of the liberal arts and sciences, including those subjects that have been traditionally considered as male domains. The faculty teach individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and the improvement of skills for life and livelihood. A highly qualified faculty, committed to undergraduate teaching of the highest standards, contributes to fulfilling these goals. The College continues to seek a diverse student body which is drawn from a national and international pool of applicants. As an independent college, Sweet Briar possesses the flexibility to respond to the many challenges that face higher education in a rapidly changing world.

Historical Sketch

Sweet Briar was founded on the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation, and half of one million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that, "It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."

The first Board of Directors determined that the College should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September, 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses leading to teaching certification in the State of Virginia and 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949. A chapter of Pi Gamma Mu, the international society in social sciences, was established in 1983.

The affairs of the College are managed by a self-perpetuating Board of Directors consisting of no more than 32 members elected annually. The Directors include the President of the College, the President of the Alumnae Association, four alumnae nominated by the Alumnae Association, and three alumnae from successive graduating classes.

Sweet Briar's presidents have been: Dr. Mary Benedict, who held office from the opening in 1906 until 1916; Dr. Emilie Watts McVea, who served from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whiteman, Jr. from 1971 to 1983; Dr. Nenah E. Fry from 1983 to 1990; Dr. Barbara A. Hill from 1990 to 1996; and Dr. Elisabeth Muhlenfeld, who began her administration as ninth president of the College in 1996.

Section 1

The Student Petition (October 17, 1906)

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned before the President and the Faculty for legislative and executive control in non-academic matters.

The faculty, on October 20, 1906, endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes. While the college grants these privileges to the Student Government Association, the college reserves its right to bring disciplinary action in any circumstance where a student or group of students have violated college policies or regulations.

The Student Government Association, on March 29, 1985, proposed that faculty approval of Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion (see Section VI, B for approval process).

Constitution of the Student Government Association of Sweet Briar College

Introduction

The charter of Sweet Briar College grants to the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for

all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.

3. The Student Government Association, through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:

a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).

b. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).

4. As the chief executive of the College, the President has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal is made.

Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originate with and is delegated by the Board of Directors and

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and

Whereas, in addition to meeting fully its obligations of nondiscrimination under federal and state law, the college is committed to supporting a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs.

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society, We do hereby adopt the following Constitution and By-Laws.

ARTICLE I – NAME

The name of the organization shall be the Student Government Association of Sweet Briar College.

ARTICLE II – PURPOSE

The purpose of this organization shall be to:

1. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such

physical, moral and religious training as shall in the judgment of the directors best fit them to be useful members of society.

2. Promote the highest standards of honor and integrity in all phases of college life.
3. Coordinate and promote student activity within the community.
4. Provide a forum for the expression and discussion of student opinions and sentiment.
5. Complement the educational aspects of student life.
6. Advance the spirit of loyalty to the College and its undertakings.

ARTICLE III – MEMBERSHIP

- A. All students at Sweet Briar College shall be members of the Association.
- B. The rights of the members of the Student Government Association include:

1. The presentation of petitions, appeals against the decisions of the Executive Board, or proposals for amendments to the Constitution and By-laws. Such petitions, appeals, and proposals must be considered by the Executive Board.
2. Participation in campus discussions.

ARTICLE IV – LEGISLATIVE POWERS

SECTION A

The legislative powers of the Association shall be exercised by the Association as a whole.

SECTION B

These powers shall be to:

1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
2. Approve amendments to the Constitution and By - Laws of the Association.
3. Propose and discuss rules and regulations which must be referred to the Executive Board prior to a vote.

SECTION C

The Association reserves the right to change rules and regulations within its authority at any time during the academic year.

ARTICLE V– EXECUTIVE POWERS

SECTION A

The executive powers of the Association shall be exercised by the Executive Board.

SECTION B

1. The membership of the Executive Board shall consist of the following officers of the Association:
 - a. The President, Vice-President, Secretary, and Treasurer of the Student Government Association, who shall also be the officers of the Executive Board.
 - b. The Chair of the Judicial Committee.
 - c. The Vice-Chair of the Judicial Committee.
 - d. The four class Vice-Presidents.
 - e. The Chair of the Social Activities Board.
 - f. The Chair of the Academic Affairs Committee.
 - g. The Day Student Representative.
 - h. The four class Presidents, nonvoting.
 - i. The Publications Board Representative, nonvoting.
 - j. The Chair of Residence Life Staff.
 - k. The Varsity Sports Council President, nonvoting.
 - l. The Chair of Inter-Club Council nonvoting.
 - o. The Chair of the Heart Light Committee, nonvoting.
 - m. The Chair of Orientation, nonvoting.
 - n. The Editor of the Sweet Briar News, nonvoting.
2. The powers of the Executive Board shall be to:
 - a. Administer the Association's Constitution and By-Laws.
 - b. Explain to the students the meaning of the Association's Constitution and By-Laws.
 - c. Consider all petitions, appeals, and proposals for amendments to the Association's Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
 - d. Consider any petition or written complaint for the removal of an officer of the Association or an other activity receiving funds from the Association and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by the original electorate. When an officer is thus removed, the Executive Board shall make provision for replacement.
 - e. Consider all petitions, appeals, and proposals for changes to the S.G.A. rules and regulations as stated in the Student Handbook, and refer each to the proper authority with a recommendation.
 - f. Review the Association budget and recommend the same to the student body.
 - g. Conduct all Association elections.
 - h. Keep under constant review the Association rules and regulations and advise the President of the Association of desirable changes in connection with her annual written report.
 - i. Provide copy for the Student Handbook to the Office of Co-Curricular Life.

ARTICLE VI - JUDICIAL POWERS

The Judicial Powers of the Association shall be exercised by the Judicial Committee. The composition and powers of the Committee are detailed beginning on page 37.

ARTICLE VII-CAMPUS DISCUSSIONS

SECTION A

Campus Discussions shall serve as the principal agent of communication between students, faculty, and administration.

SECTION B

Campus Discussions shall discuss any major policy question or matter affecting the college community which is brought to its attention by any of its members. If necessary, campus discussions will make recommendations to the proper body regarding any topics discussed.

ARTICLE VIII-AMENDMENTS

SECTION A

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a special committee appointed by the President of the Student Government Association.

SECTION B

1. All proposals if approved by the Executive Board shall be studied and approved by the College Council and then shall be referred, with recommendations and/or proposed amendments, to the Student Government Association.
2. Amendments must be published in the Sweet Briar News or otherwise publicly circulated at least two weeks prior to a final vote by the Association. Editorial changes may be made by either body subject to approval by the Executive Board or Executive Committee. Substantive changes must be referred back to the Executive Board for resubmission to the Campus Discussions and Student Government Association.
3. Final adoption of an amendment requires two-thirds vote of the members of the Association (where a required quorum is one-third of its membership).

BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF SWEET BRIAR COLLEGE

SECTION I – Meetings of the Association

- A. The Association shall hold meetings in both the fall and spring semesters (usually immediately before Step Singing) and at other times deemed necessary.

-
- B. Students are expected to attend Student Government Association meetings at which a quorum shall consist of one-third of the members of the Association.

SECTION II—Executive Branch

A. Executive Officers

1. The duties of the President shall be to:
 - a. Call and preside over the meetings of the Association, the Executive Board, and the College Council.
 - b. Represent the students either personally or through her representative when the need arises.
 - c. Appoint special committees when necessary.
 - d. Make an annual report to the Association at the April meeting.
 - e. Make a written report to the President of the College at the end of her term of office.
 - f. Consult regularly with the Dean of Co-Curricular Life, Dean of the College, President, and Vice-President and Treasurer of the College.
2. The duties of the Vice-President shall be to:
 - a. Perform the duties of the President in her absence.
 - b. Supervise Student Government Association elections and other elections.
 - c. Supervise all extracurricular activities of the Student Government Association.
 - d. Consult regularly with the Dean of Co-Curricular Life.
3. The duties of the Secretary shall be to:
 - a. Record and distribute the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Co-Curricular Life and President.
 - b. Attend to all the correspondence of the Association.
 - c. Serve as the chair of the Publicity Committee.
4. The duties of the Treasurer shall be to:
 - a. Serve as the finance advisor to the Inter-Club Council.
 - b. Administer the Student Life Fund in accordance with the budget adopted by the Association.
 - c. Prepare the initial budget of the Association in the Spring, and prepare the revised budget for approval at its October meeting, with the approval of the Executive Board, Treasurer and Assistant Treasurer of the College.
 - d. Keep a record of all monies of the Association and expend the same according to the direction of the Executive Board of the Association.
 - e. Make interim reports of the finances at the request of the President of the Association or of the Executive Board.
 - f. Render to the Association at the close of the fiscal year a complete report of the year's work.
 - g. Prepare the accounts of the Association for audits supervised by the Assistant Treasurer of the College.
 - h. Serve as the chair of the Financial Committee.

B. Meetings of the Executive Board:

The Executive Board shall meet once every week and when called by the President. These meetings shall be open.

C. Standing Committees

1. Inter-Club Council

- a. The Inter-Club Council shall consist of: the heads of all clubs and organizations as defined in (d) below, the Chair of Inter-Club Council who shall serve as Chair of this committee, and the Treasurer of the Student Government Association who shall serve as the Inter-Club financial advisor.
- b. The powers and duties of the chair shall be to:
 - i. Act as a coordinating person for club activities.
 - ii. Report to the Executive Board and the Dean of Co-Curricular Life the approval or disapproval of any proposed club, organization, or publication or any change in name or function of these.
 - iii. Keep on file the constitution and membership of each club, organization and publication.
 - iv. Recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned.
 - v. Foster the establishment of clubs, committee organizations, publications, and interest groups needed to enrich student life on the campus.
 - vi. Maintain rosters of all student representatives to standing campus committees and report regularly to the Executive Committee on the activities of all committees, clubs and organizations.
 - vii. Approve or disapprove the allotment of funds to any club or organization.
- c. The Chair shall call meetings of the Council. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.
- d. Clubs and organizations shall be defined as follows:
 - i. Both clubs and organizations consist of groups of individuals concerned with working together to better the community and to further their stated purposes.
 - ii. All clubs and organizations are eligible for the Student Life Fund to sponsor their events given they follow specific guidelines set by the Executive Committee and the Inter-Club Chairwoman. Tapped clubs, however, do not receive an allotment except for campuswide events and the spring theatre production.
 - iii. Membership to clubs and organizations is open all students with the exception of tapped clubs. Tapped clubs consist of limited membership groups of individuals, chosen by current members for the purpose of furthering the stated aims of the groups.
- e. Club and Organization Formation and Dissolution
 - i. Any persons wishing to form a new club or organization must:
 - a. Notify the Chairwoman of Inter-Club Council of the Student Government Association to check for any similar group—past or present.

-
- b. Draft a constitution or statement of purpose, membership, officers, and by-laws.
 - c. Bring the constitution before Executive Board, submit a list of 10 interested members, and have a campus advisor.
 - ii. Any group wishing to dissolve a present club must:
 - a. Notify the Chairwoman of Inter-Club Council of the Student Government Association who will take the proposal to the Executive Board.
 - b. If passed by the Executive Board the proposal will be taken to the Association.

2. Social Activities Board:

- a. The Social Activities Board shall consist of: a Chair and two students from each class. The Chair will be elected during group elections. The Chairwoman of production, programming, and promotions, as well as two representatives from each of the Junior, Sophomore and First Year classes will be elected during group elections. Also, through an application process, one Senior, two Juniors, two Sophomores, and two First Year students will be chosen as representatives.
- b. Its power and duty shall be to sponsor student entertainment for the Sweet Briar community.

3. Academic Affairs Committee:

- a. The Academic Affairs Committee shall consist of the Chair of the Committee elected by the Association and two student representatives elected by the sophomore class, two representatives elected by the freshman class and one representative from each major elected by the department.
- b. The purpose of the Academic Affairs Committee shall be to elicit suggestions and make recommendations for improvement of the academic program.
- c. The duties of the committee will include electing two members (in addition to the Chair) to serve for the academic year on the Committee on Instruction.

4. Heart Light Committee

- a. The Heart Light Committee shall consist of the Chair selected in the Spring by the Executive Committee of the Student Government Association and an Advisory Committee. The Advisory Committee shall include up to four representatives appointed by the chairwoman and a representative from each class.
- b. The purpose of the Heart Light Committee shall be to unite the Sweet Briar Students who are interested in volunteering and promoting volunteerism.

D. Subcommittees

1. Orientation Committee

- a. The Orientation committee shall consist of the Chair elected by the association, and sophomores, juniors and seniors selected by the Chair.
- b. Its powers and duties shall be those necessary to introduce new students to life at Sweet Briar.

2. Publicity Committee

- a. The Publicity committee is headed by the Secretary of the Student Government Association, and consists of the secretaries of each class.
- b. Its powers and duties shall be those necessary to publicize what the Student Government Association is doing. It shall also serve as the sponsor of publicity for campus activities designed to promote community spirit.

3. Financial Committee

- a. The Committee is headed by the Treasurer of the Student Government Association and consists of the treasurer of each class and club sponsored by the association.
- b. Its power and duties shall be to advise and assist the Treasurer of the Association and the Executive Board on financial policies, budgets and other related matters.
- c. In addition, the committee will have mandatory meetings twice a year. Once in the Fall term to formulate the rules and regulations to be followed by each treasurer, and in the Spring term to discuss auditing procedures.

SECTION III– Campus Discussions

A. Campus Discussions will be called by the Chair:

B. Procedure:

1. Officers

- a. The President of the Student Government Association shall preside as Chair of Campus Discussions.
- b. All executive Committee members are required to attend.
- c. The Publicity Committee of the Executive Committee shall oversee all advertising for the Campus Discussions.

2. Each group shall adopt its own procedural methods with the following exceptions:

- a. Voting on any topic presented during a discussion must be deferred until the next meeting upon request of any three voting members.
- b. The Secretary shall prepare the agenda and distribute a copy to each attendee.
- c. All meetings shall be open unless otherwise specified by a two-third vote of the Campus Discussion voting members.
- d. All procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote of record.

SECTION IV–Elections

A. Eligibility for Spring Elections

1. Class distribution of offices. The entire student body shall elect:
 - a. From the rising senior class, the President and the Vice-President of the Association, the Chair of the Judicial Committee, Vice-Chair of the Judicial Committee, the Chair of the Social Activities Board, the Chair of the Academic Affairs Committee.

-
- b. From the rising junior class, the Secretary and Treasurer of the Association, and from the rising Sophomore, Junior, or Senior Class, Chair of the Orientation Committee.
 2. Additional elections shall be:
 - a. Major representatives from each department shall be elected for the Academic Affairs Committee from the rising junior or senior classes.
 - b. Chair of Social Activities Board Subcommittees and members from each class.

B. Guidelines for Nominations

1. To be a candidate for an elected office, a student must submit her name at a time and place designated by the Vice-President of the Student Government Association. Those students who are away in their junior year may either nominate themselves or be nominated by resident students.
2. All nominations will be sent to the Dean of Co-Curricular Life. If the Dean should question the student's eligibility for extracurricular activities, he/she will consult with the Vice-President of the Student government Association concerning the matter. (i.e. class standing or grade point average)
3. Candidates of the different group elections will be asked to participate in an open panel discussion once the candidates' statements have been approved and posted.
4. Student Government elections shall be conducted by the Executive Committee at the time it deems best. The Vice-President of the Student Government Association sets up the election schedule with the Executive Committee. Elections should be held before the first of April.
5. All clubs and organizations shall have their officers elected by the time the Student Government Association finishes its general elections. A list of these officers is to be turned in to the Vice-President of the Association.
6. Newly-elected officers shall assume their duties in the beginning of April with the understanding that old officers complete already-begun projects and represent the students at the Spring Board of Directors Meeting, though both groups of officers will be present.
7. If a vacancy occurs in any office, an open election will be held to fill her office. If a student government officer runs for a vacated office and loses, she will then return to her original position.

C. Guidelines for Elections

NOTE: The following rules were changed during 1996-97, but the exact changes were not available at press time. Please consult with the SGA Vice-President for the new rules governing the counting of ballots.

-
1. For each election, there shall be at least one “no vote” on the ballot. Any student running unopposed will have her name placed on the ballot along with a “no vote”. If there is a majority of “no votes” another election will be called by the Vice-President of the Student Government Association after consultation with the Executive Board. For elections involving more than one position to be filled, the number of “no votes” will equal the number of positions to be filled.
 2. The winner of an election in which there are three or more candidates running must have at least a ten-percent plurality of votes. In the event of a run-off election, a candidate may win by a plurality of five-percent. A simple majority suffices in a two-way race.
 3. Ballots which are cast as “no preference” votes are counted toward the majority vote, whereas a ballot which contains blank or uncompleted sections forfeits its right to be counted in any office.
 4. The counting of ballots shall be done by an appointed subcommittee of the Executive Board, chaired by the Vice-President of the Student Government Association.
 - a. Executive Committee members and representatives of organizations on the Committee are expected to do poll duty during elections except when such an officer is a candidate for office.
 5. Any student who finds that she will not be on campus during voting hours on election day may obtain an absentee ballot from the Vice-President of the Student Government Association prior to the election.
 6. In the event that two run-off elections have been held for an office, the Vice-President of the Association may make a motion to the Executive Committee that the third run-off be won by the highest majority vote.
 7. A candidate is allowed by the Vice-President of the Association to have access to the numerical result of her own election. She may only know the number of votes cast for her candidacy.

SECTION V—Amendments to By-Laws

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Government Association.

SECTION VII—Robert’s Rules of Order

Unless otherwise specified, all procedural methods adopted by the Student Government Association will be in accordance with Robert’s Rules of Order.

STUDENT GOVERNMENT ASSOCIATION RULES

All regulations, in this and other sections of the Handbook are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS.

Regulations Governing Extracurricular Activities

1. Financial Management:

- a. To cover annual dues of the various student organizations of the College, and to support other student enterprises, a Student Life Fund has been created. By vote of the student body through their various constituencies, this fee of \$125 is to be paid by every student living on campus. A \$90 fee is to be paid by all students living off campus. The monies will be collected by the College on every student's tuition bill. Failure to pay this fee by Fall Step Singing will result in having Student Government privileges taken away (i.e. publications, social events, elections, and other events supported by the Student Government Association). As of Fall Step Singing, the partaking in any privileges granted and/or funded by the S. G. A. without paying a Student Life Fee will be considered stealing from the Association, and, therefore, an HONOR OFFENSE.
- b. All organizations handling money shall maintain organization accounts in one of the local banks.
- c. The accounts of the Student Life Fund shall be audited at least three times a year by the comptroller of the College, at the scheduled time agreed upon by the Treasurer of the College. All organizations receiving money from the Student Life Fund shall file with the Treasurer of the Student Government Association an annual report of their financial transactions at the end of the fiscal year, April 30.

2. Eligibility:

- a. Students on Academic Probation or on the Warning List are not eligible for extracurricular office.
- b. Students must have paid their Student Life Fee to be eligible to run in a Student Government Election.
- c. The following cumulative credit ratios must be attained before any student seeks one of the indicated offices below:

President of Student Government Association	2.30
Vice-President of Student Government Association	2.30
Secretary of Student Government Association	2.30
Treasurer of Student Government Association	2.30
Chair and Vice-Chair of Judicial Committee	2.30
Judicial Committee Representatives	2.20
Chair of Academic Affairs	2.30
Academic Affairs Representatives	2.30

Chair of Social Activities Board	2.30
Chair of Orientation Committee	2.20
President of Varsity Sports Council.....	2.30
Chair of Campus Organizations	2.20
Class Presidents	2.20
Vice President of Classes	2.20
Secretary of Classes	2.20
Treasurer of Classes	2.20
Editor of Sweet Briar News	2.30
Editor of The Briar Patch	2.30
Editor of Red Clay	2.30
Orientation Group Leaders	2.00
For all other offices	2.20

- d. If a junior or senior wishes to run for an office in one of the three groups and does not meet the minimum required G.P.A., she may run for the office if the necessary G.P.A. is obtained by dropping one semester's grades. They may do this provided that their cumulative G.P. A. meets the Dean's Office overall requirement (2.000). If a student's GPA falls between 2.2 and 2.0 for reasons of learning disability, the student should petition the Assistant Dean of Academic Advising for permission to run.

STUDENT GOVERNMENT OFFICERS

1997 - 98

SGA Executive Board Members*

President	Kindle Samuel
Vice-President	Marnie Tokaruk
Secretary	Erin Vlasaty
Treasurer	Meredith Tillery
Academic Affairs Chair	Astrid Liverman
Orientation Chair	Lisa Hall
Judicial Chair	Gretchen Gravley
Judicial Vice-Chair	Jayne Calabrese
Day Student Representative	Brandy Cash
SAB Chair	Katie Rinehart
Residence Life Staff Chair	Darelle Pfeiffer
InterClub Council Chair	Jessica Cronin
Heart Light Committee Chair	Charlotte Higgins
Varsity Sports Council President	to be elected
Sweet Briar News Editor	Gregor Lee

* plus Class Presidents and Vice Presidents

Class of 1998 Officers

President	Charlotte Rognmoe
Vice-President	Allison Gerber
Secretary	Britt Sheinbaum
Treasurer	Cady Thomas
Judicial Representatives	Kim Izquierdo
	Dawn Everett
SAB Representative	To be elected

Class of 1999 Officers

President	Tina Hansel
Vice-President	Melissa Henning
Secretary	Kris Harris
Treasurer	Susan Hurley
Judicial Representatives	Lindsay Hicks, Megan Butt
	Heather McLeod, Sarah Dorminey
SAB Representatives	Shannon Weisenberger

Class of 2000 Officers

President	Amanda Atkinson
Vice-President	Abby Schmidt
Secretary	Noelle Lotano
Treasurer	Alison Stockdale
Judicial Representatives	Susan Bobb, Evangeline Easterly
	Elizabeth Hamshaw, Andrea Kubler
SAB Representatives	Kristen Chatham, Ashley Hill

Alpha Lambda Delta Officers

President	Brandi Whitley
Vice-President	Megan Senecal
Secretary	Melissa Henning

HONORARY ORGANIZATIONS

A. Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interest, scholarly achievement, and promise of intellectual growth. The number of seniors elected to Phi Beta Kappa rarely exceeds 10 percent of the class and may never exceed 15 percent. A limited number of juniors may be considered for election.

B. Alpha Lambda Delta

Alpha Lambda Delta is an honor society that acknowledges academic excellence during a student's first year in college. A chapter was established at Sweet Briar in 1991 with the intention to petition for recognition as one of 212 national chapters of Alpha Lambda Delta. To be eligible, a student must have earned a grade point average of 3.5 or higher in either term of her first year. The purpose of Lambda Delta is to promote a continued high standard of learning and to encourage superior academic achievement during a student's first year at Sweet Briar.

C. Tau Phi/Chung Mungs

Tau Phi is an honorary society consisting of juniors and seniors who have contributed to Sweet Briar through scholarship and service. The twenty members are chosen for their interest in academics, character and leadership. The club promotes intellectual growth of the College by assisting the Lectures Committee and organizing projects to further promote the principles of liberal arts education. Tau Phis are not always involved in such intellectual activities. They often enter into friendly rivalry with the Chung Mungs, and manage to get together with this ghostly club for a few events.

The Chung Mungs, an upperclass honorary society, is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. It is characteristic of this group to constantly seek new areas of activity which will benefit the College. In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and soberminded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the needs of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so happily chant, "Glory, glory, I'm a Chung Mung..."

D. Sweet Tones/Earphones

Sixteen girls from the sophomore, junior, and senior classes comprise the Sweet Tones, Sweet Briar's small independent singing group which spe-

cializes in interesting arrangements of popular music. Tryouts are held each spring and the following year the group entertains for various social events on campus such as the Christmas dinner, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

The second newest honorary organization on campus is also the loudest! They are known as the Earphones. The tone-deaf, loud-mouthed song lovers keep the campus singing when they rise to the occasion with a song. They do not try to imitate the Sweet Tones (no one could). They just want the Sweet Tones to remember that not everyone is blessed with a tear-jerking voice.

E. Paint and Patches/ Aints and Asses

Paint and Patches, Sweet Briar's dramatic club and oldest honorary, was organized for the purpose of creating and developing an active interest in all aspects of drama and to promote a deeper knowledge of the technique of dramatic art. P&P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus. Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The various areas of club activity include, in addition to acting and directing, scenery design, properties, lights, makeup, and costumes, providing many opportunities for membership for those interested in various branches of the theatre.

Aints and Asses, as the name should indicate, is a unique organization on campus. Its members, chosen for their wit and lack of restraint, dress in manner unorthodox and behave in manner even more so. The Aints and Asses were originally formed to parody Paint and Patches productions, but now, being masters of comedy, the Asses perform original skits during the year to entertain students. When spring arrives, one can see them out in full force, blowing their whistles to keep students from trampling the grass.

F. Bum Chums/ Q.V.'s

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Step Singing as the Bum Chums tap their ten new members. In addition to an interest in furthering good Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College. Throughout their junior year the notorious ten" serve as useful members of the community. As a service organization, the Bums have sponsored the Bloodmobile, the Christmas Bazaar, a foster child, and numerous service projects. Not least among their projects is the famed show, the Bum Chum Inn. Also, the Bum Chums make a fun-loving effort to harass their rival group, the secret Q.V.'s.

When chosen to be a Q.V. one is not taking on a new job but continuing her interests and work for her class. The members of this sophomore

honorary society are elected by their classmates in the spring of their freshmen year for the spirit and enthusiasm they have displayed. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward. Their purpose is to promote class spirit and their names are kept secret until Spring Step Singing their sophomore year.

G. Taps -n- Toes

A newly elected tap club in the 1986 - 87 school year, its members have to work hard, as it is the only dance club on campus. One does not need to know how to dance in order to be a member. Membership is based on one's interest in dance and dance related activities. Once tapped, the new member is expected to help with any concerts or shows which are performed each year; i.e. costumes, backstage, lights, or ushering. Working on community projects is also a part of Taps -n- Toes. Such projects include, car washes, cookie sales, variety shows, and teaching children at neighboring schools the art of dance

H. Psi Chi

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Membership is open to Sweet Briar students who have registered for major or minor standing in psychology, have completed 8 semester hours in psychology, are ranked in the upper 35% of their class in general scholarship and have earned an average grade of "B" in psychology courses.

I. Sigma Delta Pi

In May 1990, the new Rho Omega chapter of Sigma Delta Pi, the National Collegiate Hispanic Honor Society, was installed at Sweet Briar College. Ten juniors and seniors were inducted as Charter Members of the society. Students are selected for membership in Sigma Delta Pi based on their academic record in general and on their continued interest and involvement in the study of Hispanic literature and culture.

CLUBS AND ORGANIZATIONS

A. Alternatives

This organization seeks to build bridges of understanding between the homosexual, heterosexual, and bisexual communities through a peer support group and campus wide programming.

B. Amnesty International

This group is affiliated with the national organization and works with human rights issues.

C. Circle K

This group is affiliated with Kiwanis and sponsors community service projects and meetings/programs with other Circle K organizations.

D. College Republicans

Organized to stimulate campus interest in current political affairs, the College Republicans are active in the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and socials with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects.

E. Collegium

This club is open to all students who are interested in the classics.

F. French Club

The French Club was formed to bring together students interested in France, its people, and its culture. Throughout the year the club sponsors several social gatherings, films and lectures, as well as "la table française," a table in the dining hall for those who wish to engage in informal French conversation during lunch. "Vive la France !"

G. German Club

The German Club was formed to provide interested students with the opportunity to speak German outside the classroom and to become acquainted with the history and culture of the country. The club's activities include: trips to a German restaurant, films and speakers, picnics, a monthly conversation-game hour, slides and travel lectures by students, Christmas caroling and other holiday celebrations, gatherings with students and faculty from VMI and W & L, and a traditional German dinner. There is also a German table in the dining hall each week, at which students from beginning to advanced levels hold informal conversations with the department. All interested students are encouraged to participate in the club's activities, in order to create an atmosphere of *Gemutlichkeit* among the German-speaking community.

H. Habitat for Humanity

This committee coordinates volunteers for work on building houses for low income families in the Amherst community.

I. Inter-Varsity Christian Fellowship

A Christian fellowship organization which plans programs and activities for students, IVCF also conducts regular prayer, discussion, and meditation meetings.

J. Italian Club

The Italian Club was formed in 1969 in response to the growing interest in the heritage of modern Italy, its culture, its language, and its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, lectures and films, informal social gatherings, and an Italian table in the dining hall every week for informal conversation over lunch.

K. Nations United

This club was founded to promote international issues and cultures on the Sweet Briar campus. They regularly sponsor programs, field trips, and other activities. Members of the Sweet Briar community are invited to join this club.

L. Phi Alpha Delta

Phi Alpha Delta Law Fraternity, International (PAD) is the world's largest fraternity composed of law students, pre-law members, practicing attorneys, legal educators, leading jurists, and prominent elected officials. Almost one out of six attorneys in the United States is a member of PAD. This organization is for all students interested in pursuing careers in the legal field and in public leadership.

M. Psychology Club

This group is made up of students interested in further study in the field of psychology.

N. Spanish Club

The Spanish Club enables professors and students who are interested in the culture and language of Spain and Latin America to participate in various informal activities. Activities include slides and lectures by students who recently studied and travelled abroad, films, Scrabble games in Spanish, holiday celebrations, a trip to Washington, D.C. for sightseeing and a Spanish meal, and a weekly discussion table in the dining hall during lunch.

O. Student Music Council

The Student Music Council was organized to provide music awareness and serve to get students on campus involved in the many aspects of

music. S.M.C. also supplements the Babcock Season with pre-concert lectures and provides services for the music department performances. In addition, the Student Music Council will provide transportation to concerts in the area and support Sweet Briar groups that wish to perform off-campus.

P. Sweet Briar Radio Station

Sweet Briar's campus radio station can be found on 1420 on your AM dial. It is a commercial station which grants flexibility to a variety of music to the likings of the student body. It is operated Sunday-Friday. The local Amherst station shares the same frequency in the mornings and afternoons. SBC students have the opportunity to gain hands-on experience in communications and advertising. The studio is located on the first floor of Reid.

Q. SWEEP

This club exists to help promote the recycling program and highway clean-up campaign for the campus.

R. Tour Guides & Overnight Hostesses

Tour Guides and Hostesses serve a vital function to the Office of Admissions in presenting the College to visitors and also in sharing with the Office of Admissions their impressions of prospective students. The prospective student's visit with the guide and/or hostess is often a determining factor in her reaction to Sweet Briar.

Tour Guides show prospective students and other guests around the campus and assist the Office of Admissions in its recruitment efforts. A chairwoman, who is appointed by the Office of Admissions, coordinates the activities of the guides. First-year students are eligible to be guides after the Fall term. Anyone who is interested in being a Tour Guide should contact the Admissions Office.

Student Hostesses are headed by the Overnight Hostess Chairwoman. Hostesses entertain prospective students who wish to spend a night in the residence halls. Those who are interested in being a Hostess may volunteer at the Office of Admissions in the early fall. The Chairwoman is responsible for placing the prospective student with a hostess.

S. Turning Points

All Turning Point students are members of this club which exists to promote unity, offer support, and to provide opportunities for social gatherings and charitable contributions in the local community.

T. Unity

The purpose of Unity is to promote multi-cultural social and educational programs while providing a structured group for student interaction and an efficient vehicle for soliciting opinions from students. Membership in Unity is open to all members of the Sweet Briar College community.

U. Varsity Sports Council

The Varsity Sports Council is composed of one representative of each varsity sport and one faculty member from the Physical Education Department, who serves as a liaison between the Council and the Department. The Council serves as a forum where coaches and players can come together to discuss varsity issues, raise funds for team travel, meet with prospective student athletes who visit the campus, and assist with the organization of the annual varsity awards ceremony.

V. Young Democrats

The Young Democrats is geared towards enhancing political awareness at Sweet Briar, generally from a more liberal perspective. The club is part of the Virginia Young Democrats consisting of college and teen clubs statewide. The Sweet Briar Young Democrats have assisted in local and state campaigns, sponsored films and bake sales on campus, and held social events with other colleges in Virginia. They also participate in annual workshops on the facets of politics. The Sweet Briar Young Democrats encourage those with an interest in politics to attend their monthly meetings and participate.

COMMITTEES

A. Arts Committee

This committee, which is composed of faculty and students, plans the College's concert series (Babcock Season) for the entire year. Student representatives are nominated for the committee based on their involvement with the arts and are elected by the Arts Committee.

B. Career Planning Committee

This committee is composed of staff and elected or selected students from each class who suggest and promote career planning services and programs.

C. Chapel Committee

This committee which is composed of the Chaplain, faculty, staff and students plans programs and events to serve the Sweet Briar population in observing holidays. The committee also designs and implements programs to enrich the spiritual, moral and intellectual life of the college. Each class elects or selects students to serve on this committee.

D. Food Services Committee

This committee is composed of students and a few food services administrators. They discuss such issues as meals and special dinners. Two representatives from each class are elected or selected.

E. Health and Wellness Committee

This committee is composed of faculty, staff and two student representatives from each class. The committee serves as a forum for discussion of health related issues and as an advisory board to the health service. Mem-

bers develop and assist in presenting programs on health matters for the Sweet Briar College community.

F. The Lectures Committee

The Lectures Committee is chaired by a faculty member and composed of other faculty members, members of the administration, and students. This committee asks each class to elect two representatives who will actively participate in the meetings. The students are able to propose lectures and actually be involved in the planning and introduction of these lectures to the Sweet Briar Campus. This committee also offers an opportunity for the student to work with faculty on a personal basis and to broaden her knowledge of culturally and academically notable persons.

The Lectures Committee investigates and selects the annual film series and lecturers from many proposals received from faculty and other sources throughout the year. All members of this committee have an equal vote. Being a student representative of this committee is a serious responsibility, and the benefits gained from representing your class are very rewarding.

G. Sue Reid Slaughter Committee

This committee which is composed of administrators, faculty, and students spends approximately \$20,000 of the Sue Reid Slaughter endowment income annually. The programs are designed to bring unique, unusual events to Sweet Briar College. A representative from each class is elected.

H. Heart Light Committee

This committee is composed of one representative elected or selected by each class. It is chaired by the Chairwoman of Heart Light who is selected by the Executive Committee of S.G.A. The committee's task is to enhance and promote the opportunities for Sweet Briar College students to be involved in volunteer activities in the community.

PUBLICATIONS

A. Red Clay

Red Clay is the College literary magazine. By publishing poetry, prose, art work, music or any other creative endeavor of fine quality contributed by members of the four classes and occasionally by the faculty, *Red Clay* aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers. *Red Clay* holds an annual poetry contest, "The Christie Ann Scordas Poetry Contest," and sponsors visiting poets throughout the year.

B. The Briar Patch

The Briar Patch, the Sweet Briar yearbook, is published each fall for the previous year. *The Briar Patch* staff attempts to cover all aspects of college life, especially the outstanding events of that year, to provide a permanent record and reminder of the year, and to produce a creative publication.

C. The Sweet Briar News

The Sweet Briar News, published by the students, is the campus newspaper. Upcoming events, reviews of events past, and issues critical to the entire Sweet Briar community are aired. All students are encouraged to join the staff, regardless of experience, and parents are urged to subscribe and keep up with campus events and opinions. Letters to the Editor are always welcome and should be delivered to the newsroom in the basement of the Chapel on Mondays.

The **Publications Board** presides over the three student publications, establishing and maintaining ethical and professional standards. Their other responsibility is the selection of editors. All candidates for editor positions must complete an application discussing their reasons, goals and qualifications and must have an individual interview with the Board. The Board members consist of current and past editors and a representative from each class.

DIRECTORY OF CLUB AND ORGANIZATION OFFICERS 1997-98

ACADEMIC AFFAIRS COMMITTEE

Chair	Astrid Liverman
Advisor	George Lenz

AINTS AND ASSES

Most Illustrious	Astrid Liverman, Isabel Jean-Pierre
Advisor	Steve Wassell

ALPHA LAMBDA DELTA

President.	Brandi Whitley
Advisor	Alix Ingber

ALTERNATIVES

Co-Chairs	TBA
Advisor	Cheryl Mares

AMNESTY INTERNATIONAL

Chair	Susan Aronholt, Mary Ann Gheen, Erin Sobatta
Advisor	Susan Lehman, Mary Anne Wilson

BRIAR PATCH

Editor in Chief	Tonya Grudier
Advisor	Martha Woodroof

BUM CHUMS

Mother Superior	Melissa Henning
Advisor	Jill Granger

CHAPEL COMMITTEE

President	TBA
Advisor	Susan Lehman

CHUNG MUNGS

Most Exalted	Mary Lea Martin
Advisor.	Susan Lehman

CIRCLE K

President	TBA
Advisor	Mitch Moore

COLLEGE REPUBLICANS

President	Tarrah Holly
Advisor	Max Graeber

COLLEGIUM (Classics Club)

President	TBA
Advisor	TBA

EARPHONES

Most Monotonous
Advisor

Allison Gerber
Rebecca Massie Lane

FRENCH CLUB

President
Advisor

Britt Sheinbaum
Marie-Therese Killiam

GERMAN CLUB

President
Advisor

TBA
Ronald Horwege

HABITAT FOR HUMANITY

President
Advisor

TBA
James Kirkwood

HEARTLIGHT COMMITTEE

President
Advisor

Charlotte Higgins
Susan Lehman, Anne Richards

INTER-VARSITY CHRISTIAN FELLOWSHIP

Coordinator
Advisor

Christina Cotter
Rebecca McNutt

ITALIAN CLUB

President
Advisor

TBA
Rosalia Ascari

NATIONS UNITED

President
Advisor

Natasha Alam
TBA

N.O.W.

Co-Chairs
Advisor

TBA
Jody Bart

OVERNIGHT HOSTESSES

Chair
Advisor

Kathryn Taylor
Amy Peck

PAINT AND PATCHES

President
Advisor

Melissa Coffey
Bill Kershner

PANNEL GALLERY DOCENTS

President
Advisor

Caroline Stark
Rebecca Massie Lane

PHI ALPHA DELTA

President
Advisor

Allison Gerber
Steve Bragaw, Barbara Perry

PSI CHI

President
Advisor

Melinda Brown
Roberta Sadler

PSYCHOLOGY CLUB

President
Advisor

TBA
Roberta Sadler

PUBLICATIONS BOARD

Chair	Katherine Dudman
Advisor	Martha Woodroof

Q.V.'s

Liaison	Chris Harris
Advisor	Jennifer Crispen

RED CLAY

Editor	TBA
Advisor	John Gregory Brown

RESIDENT ASSISTANTS

Chair	Darelle Pfeiffer
Director	Susan Iverson

RIDING COUNCIL

President.	Susan Holman
Advisor	TBA

SOCIAL ACTIVITIES BOARD

Chair	Katie Rinehart
Advisor	Martha Woodroof

SPANISH CLUB

President.	TBA
Advisor	Margaret Stanton

SWEET BRIAR NEWS

Editor	Gregor Lee
Advisor	Dave Blount

SWEET BRIAR RADIO STATION

President	Marquita Belzer
Advisor	John Jaffe

SWEET TONES

President	Emily Virkus
Advisor	Rebecca McNutt

TAPS-N-TOES (T-N-T)

President	Catherine Zahrn
Advisor	Ella Magruder

TAU PHI

Most Wise	Sarah Katherine Spangler
Advisor	Ed Schwarzschild

TOUR GUIDES

Chair	TBA
Advisor	Kendy Allen

TURNING POINTS

Advisor	Louise Zingaro
---------	----------------

UNITY

President	Candince McMillian
Advisor	David Johnson

Varsity Sports Council

President	Katelin Chmielinski
-----------	---------------------

Advisor	Kelly Morrison
---------	----------------

Young Democrats

President	TBA
-----------	-----

Advisor	Susan Lehman
---------	--------------

Section 2

THE HONOR SYSTEM OF SWEET BRIAR COLLEGE

From the founding of the institution, Sweet Briar College's Honor System has been based on two ideas:

The Honor Principle

Sweet Briar women do not lie, cheat, or steal, nor violate the rights of others. This code of honorable behavior pervades and defines all aspects of the life of the college. Personal honor and individual responsibility are essential to student conduct in both academic and non-academic life: therefore, the honor code is composed of standards guiding her actions academically as a student, and residually as a member of the college community. The Honor Code and the Judicial system are the means of realizing and implementing this principle. By matriculating, the Sweet Briar student agrees to uphold the honor principle without reservation.

Student Self-Governance

Sweet Briar women consciously choose to govern themselves by the high standards of the honor principle, and with this comes the privilege and responsibility of administering and enforcing this code on the actions of herself and her peers.

If she believes she has broken either the Standards of Academic or Non-Academic Conduct, she must report herself to the Chair of the Judicial Committee. If she has direct knowledge that another student has broken the Standards of Academic Conduct, she must report the violation to the Judicial Committee Chair within three academic days. If she has direct knowledge that another student has broken the Standards of Non-Academic Conduct, she must either report the violation to the Judicial Committee Chair within three academic days, or she can ask the student she believes committed the violation to report herself within three academic days to the Judicial Committee Chair. The Honor System can only work if Sweet Briar women strive to incorporate the honor principle into their own behavior, and expect no less from their peers.

The Faculty, the Deans, and the President have legitimate and compelling interests, perspectives, and expertise in the administration of the Honor System, and so participate in the process at critical junctures. But its legitimacy resides in the practical administration of the system by the students of Sweet Briar College.

These two precepts — the honor principle and student self-governance — define the structure and process of the Honor System. The honor principle leads to a code of behavior with standards governing her academic behavior as a student and member of the scholarly community, as well as standards governing her non-academic behavior as a resident of College housing and a member of the Sweet Briar community. Student self-governance leads to the judicial system being run by students elected by their peers, or selected by lot to serve as jurors and pass judgment and impose sanctions for violating the code.

The following three sections detail the structure and process of the student judicial system. Part I describes the Standards of Academic and Non-Academic Conduct, as well as detailing the student's rights. Part II describes the Judicial Committee's membership and composition, and internal processes and procedures. Part III describes the judicial process and procedure for the handling of cases, giving particular detail to the rights of students and safeguards to insure fundamental fairness in the functioning of the Honor System.

I. Sweet Briar College Honor Code Standards of Conduct and Statement of Student Rights

A. Honor Code Standards of Academic Conduct

1. The following actions, among others, constitute a violation of the Honor Code Standards of Academic Conduct:
 - a. Intentional or accidental plagiarism in a formal academic exercise, which includes, but is not limited to:
 - i. direct or literal copying of a source without proper attribution;
 - ii. paraphrasing or constructing a "mosaic" of a source without proper attribution;
 - iii. use of an author's "apt phrase" without proper attribution;
 - iv. resubmission of one's own work in another academic exercise without the knowledge of both instructors;
 - v. submission of another's work in whole or part with intent to deceive.
 - b. Giving or receiving unacknowledged or unauthorized aid in a formal academic exercise; or intentionally violating the terms or rules of an academic exercise.
 - c. Intentional falsification of data or sources in a formal academic exercise.

-
- d. Deceiving or lying to a Faculty member or Administrator concerning the compliance with the terms, conditions, or requirements of an academic exercise; or to gain release from an academic requirement, rule, or exercise.
 - e. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an issue before the Judicial Committee.
 - f. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Academic Conduct. “Constructive action” constitutes reporting the potential violation within three academic calendar days to the Judicial Committee Chair.
2. The act of submitting work or participating in a formal academic exercise constitutes an honor pledge on the part of the student to abide by the Sweet Briar College Honor Code Standards of Academic Conduct. To acknowledge this commitment to live by the standards of the honor principle, she is to sign “I Pledge” and her name to all work that she submits in a formal academic exercise.
 3. The following sanctions are available to the Judicial Committee for punishment of a violation of the Honor Code Standards of Academic Conduct:
 - a. Official Warning: An oral or written reprimand that does not become a part of the student’s record.
 - b. Honor Probation: The student’s honor privileges are revoked for a period of time to be determined by the Hearing Board, which is recorded on the student’s transcript during the period of probation. If another violation is found to have occurred during this time, the student will be automatically subject to suspension from the College. The revocation of honor privileges can include, but is not limited to, the suspension of pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take a proctored exam or utilize charge privileges on campus. The suspension of pledge remains on the transcript for six months after the suspension period is in effect.
 - c. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can rematriculate, but the suspension remains on the permanent transcript.

-
- d. Dismissal from the College: The student is removed from the College and can return only after giving concrete evidence of reformed character. The dismissal remains on the permanent transcript.
 - e. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.

B. The Honor Code Standards of Non-Academic Conduct

- 1. The following actions, among others, constitute a violation of the Honor Code Standards of Non-Academic Conduct:
 - a. The repeated or serious violation of community living agreements or contracts, or of the official regulations established by the Division of Co-Curricular Life governing public safety, health, and security; dorm occupancy, tenancy, and residency; community peace and quiet; or guest behavior or visitation policy. [Sanctioning of initial or minor violations of these regulations is by the publicly posted procedures of the Division of Co-Curricular Life, which has the sole authority to refer repeated or serious violations to the Judicial Committee].
 - b. The intentional or attempted assault of another member of the College community.
 - c. The intentional unsanctioned use, abuse, taking, destruction, sabotage, misappropriation, or vandalism of the private property of other members of the SBC community, or of college property [such as SGA funds or accounts, IDs, keys, computer systems, and dining hall implements]; or the appropriation for exclusive personal use of community property.
 - d. The intentional disruption or obstruction outside the boundaries protected by the First Amendment of legitimate College operations and activities; giving false information to or defying a legitimate request of a College official; or failing to perform or comply with the terms of a sanction of the Judicial Committee.
 - e. The intentional invasion of the privacy of another student, which constitutes:
 - i. the disclosure of confidential private information contained in another student's official College admissions, academic, computer, or disciplinary files or records;
 - ii. a member of an honor jury or of the Judicial Committee discussing the specific identifying facts of a case outside of

-
- the formal hearing process or legitimate Committee business;
- iii. a student who initiated a complaint discussing the specific identifying facts of the case with students other than members of the Judicial Committee;
 - iv. a student under investigation confronting the student who initiated the complaint before onset of the hearing process;
- f. The violation of the officially published College policies on alcohol, controlled substances, hazing, sexual harassment, or non-discrimination.
 - g. Violating the honor principle while representing Sweet Briar during an officially sponsored College trip or event.
 - h. The serious violation of Federal, State or local law, [including check fraud, and the sale of controlled substances]. Membership in the Sweet Briar community does not mean privileged or immune status from local, state, or federal laws. In situations involving the serious violation of state or federal law, the College reserves the right to proceed against the student in question independently of whatever actions are taken by governmental authorities.
 - i. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Non-Academic Conduct. “Constructive action” constitutes either reporting the potential violation within three academic calendar days to the Judicial Committee Chair, or asking the student who potentially committed the violation to report herself to the Judicial Committee Chair.
2. In addition to imposing fines, damage restitution, and/or compensatory work the following sanctions are available to the Judicial Committee for punishment of a violation of the Honor Code Standards of Non-Academic Conduct:
- a. Official Warning: An oral or written reprimand that does not become a part of the student’s record.
 - b. Disciplinary Probation: The student is placed on probation for a period of time to be determined by the Hearing Board. If another violation is found to have occurred during this time, the student will be automatically subject to suspension from the College.
 - c. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can rematriculate, but the suspension remains on the permanent transcript.
-

-
- d. Dismissal from the College: The student is removed from the College and can return only after giving concrete evidence of reformed character. The dismissal remains on the permanent transcript.
 - e. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.
3. The following interim sanctions and processes are available in emergency or extraordinary situations:
 - a. In certain circumstances, the Dean of Co-Curricular Life may impose a residence area suspension pending an assessment and/or a hearing before the Judicial Committee. The appropriate circumstances for an interim residence area suspension may be imposed only as follows:
 - i. to ensure the safety and well-being of members of the College community;
 - ii. to preserve College property;
 - iii. to ensure the student's own physical or emotional safety and well-being;
 - iv. if the student poses a definite threat of disruption or interference with the normal operations of the College.

During interim suspension, the student shall be denied access to the residence area and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriate circumstances and the extent of the interim suspension shall be made at the sole discretion of the Dean of Co-Curricular Life. In certain circumstances, the Director of Residence Life & Housing, under the direction of the Dean of Co-Curricular Life, may impose a mandated room reassignment or other restrictions prior to a hearing before the judicial board. Whenever interim sanctions are imposed, a hearing shall be convened at the earliest possible time. The interim sanction may remain in effect until a final decision has been reached, including the appropriate appeals process.

- b. In any extreme or clearly dangerous situation the judgment of the President of the College suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the judicial committee can be arranged. This procedure will be accomplished as quickly as possible. The College further reserves the right to exclude at any time,

following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the right of others or are injurious to the individual, the community, or to the College itself.

C. The Honor Code's Statement of Student Rights

Sweet Briar students have the right:

1. to the presumption of student innocence and veracity by Faculty, Administration and staff in all disciplinary processes;
2. to the protection of fundamental fairness in the administrative and disciplinary process;
3. to representation and impartial advice from within the College community during any disciplinary process and hearing, and appeal of any decision to the President of the College;
4. to the expectation and preservation of privacy in the investigation and adjudication of any administrative or disciplinary process;
5. to an education, and the to legal use of the services and facilities intended for student development;
6. to organize their personal life and behavior and to pursue individual activities, except when they interfere with the rights of others or violate College, local, state, or federal policies;
7. to carry on any activity which expresses grievance held against, or changes desired in, society at large, or internally within the College, within the parameters of currently defined constitutional boundaries.

A Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges in 1969, has been adopted by the Board of Directors subject to certain provisions and stipulations relevant to the educational purposes and administrative system of the College, and is available in the Dean's Office for review.

II. The Judicial Committee of the Student Government Association

A. Jurisdiction & Power

All judicial powers of the Student Government Association, and the responsibility for administering the Honor Code, are the responsibility of the Judicial Committee. It is through the disciplinary process

oversaw by the Judicial Committee that all violations of the Honor Code Standards of Academic and Non-Academic Conduct are to be ultimately resolved.

The Judicial Chairs, the Dean of Co-Curricular Life, and the Director of Residence Life and Housing have the responsibility to establish and administer a hearing process for the enforcement and adjudication of minor infractions of the rules and regulations governing dorm residency and student tenancy, and to refer repeated or serious violations of these regulations to the regular process of the Judicial Committee for disciplinary action. The outcomes of this mediation process should be published following the same procedures of the Judicial Committee.

B. Membership

The Judicial Committee is composed of the elected students, faculty, and administrators responsible for enforcing the Honor Code Standards of Academic and Non-Academic Conduct. The rules and process governing the election, removal, or replacement of student members of the Judicial Committee are to be determined by the Executive Committee of the Student Government Association. The Committee members must remain on campus until the last day of the exam periods.

1. Student Members

- a. The Judicial Board is led by a Chairwoman, a Senior with previous Judicial Committee experience, who is the presiding officer in Academic Code hearings, and who acts in the place of the Vice Chair by delegation;
- b. A Vice-Chair, a Senior with previous Judicial Committee experience, who is the presiding officer in Non-Academic Code hearings, and who acts in the place of the Chair by delegation;
- c. Two Secretaries, non-seniors;
- d. Four Student Advocates, who are non-frosh. In rotation, one acts as principal investigator and presenter of evidence at hearing, another, if wanted, as assistant to the student under investigation;

-
- e. Four Assistant/Student Advocates, elected frosh or sophomores, who aid the Student Advocates.

2. Faculty Members — Two professors elected by the faculty.

3. Administrators

- a. The Dean of the College [or designate to act in /his/her place]
- b. The Dean of Co-Curricular Life [or designate to act in his/her place]

C. The Honor Advisor

The Deans will appoint one faculty member to serve as Honor Advisor. The Honor Advisor is not a member of the Judicial Committee, and is not present in the hearing room. Rather, the Honor Advisor serves as an independent and impartial advisor to members of the community concerning the Honor System, as well as educating the community about the Honor System.

D. Internal Rules of Procedure

The Judicial Chair and Committee have the power to establish rules for the smooth operation of the system for that year, including the rotation of responsibilities among the student advocates. Previous rules and by-laws are not binding unless re-adopted. A written copy of the rules must be filed by the Secretary and a copy kept in the Dean's Office. These internal rules are available for review by any student or faculty member.

E. Conflicts of Interest and Recusal

A Committee member who is the student in question in an investigation must recuse herself from the Committee until her situation is resolved. If a member of the Committee feels that she can not act fairly and impartially in a situation she may recuse herself. In the case of the recusal of both the Chair and the Associate Chair, the Dean of the College has the authority to appoint a temporary Judicial Chair from the membership of the Student Government Executive Committee. A temporary chair should, but is not required to have, previous Judicial Committee experience.

III. The Judicial Process

A. Investigation

Referral of a potential violation of the Honor Code Standards of Academic or Non-Academic Conduct is made to the Judicial Chair, who notifies the Student Advocate and the appropriate Dean.

In a situation involving the violation of rules and regulations of dorm residency and tenancy, the referral is to the Director of Residence Life and Housing, who will address the incident according to the rules established by the Judicial Chairs and the Dean of Co-Curricular Life.

Reporting oneself to the Chair at the request of another is not necessarily nor should it be construed as an admission of guilt.

The Student Advocate, with the advice and counsel of the Deans, gathers evidence, interviews witnesses, and investigates the potential violation. In a situation where the student in question did not initiate the investigation by turning herself in, she should be directly and personally notified by the Student Advocate. The notification should be only of the potential violation in question, and of the investigatory process. The investigation is to be conducted with the utmost tact, discretion, and concern for the privacy of all involved, particularly and primarily the privacy of the accused individual. The Student Advocate may not have access to any academic or disciplinary files, nor consider a student's prior record. The standard for determining the appropriateness and usefulness of evidence is whether its use is "reasonable" to the average person. Only information which the witness has direct knowledge of can be considered.

The student in question is not required to give information, nor should this refusal be taken as an admission of guilt. She can also seek the help or guidance of another Student Advocate or the Honor Advisor.

If upon initial investigation the Student Advocate, the Dean, and the Judicial Chair determine there is insufficient evidence of a violation, the case is dismissed. All records, files, or notes of the Student Advocate are to be erased or destroyed, and the student in question is directly notified immediately.

B. Mediation Hearing

Upon determining that there is sufficient evidence that a violation may have occurred, the individual student in question is called to a Mediation Hearing. The written notification must be issued two [2] days in advance, and give the time and place, the specific violation, the hearing procedure, and possible sanctions. If the violation occurred during the exam period, the notification can be one day in advance.

For a violation of the Standards of Academic Conduct, the Mediation Hearing will include the Judicial Chair, the Dean of the College, and, if appropriate, the Student Advocate, and the faculty member involved.

For a violation of the Honor Code Standards of Non-Academic Conduct, the session will include the Vice-Judicial Chair, the Dean of Co-Curricular Life, and, if appropriate, the Student Advocate, and the Director of Residence Life and Housing.

The Mediation Hearing is not a formal hearing. No witnesses are called, no evidence is formally presented, and the process is not adversarial. Rather, it is an opportunity for the situation to be discussed and an understanding reached. The student in question has the right to be assisted at the session by a Student Advocate, or by a member of the College Faculty or Administration. A record of the session will be kept.

The student can admit to a violation and to accept the sanction determined by the Judicial Chair and the Dean. But the student also has the right to reject the determination of the Chair and Dean, or forgo altogether a mediation session, and request a Formal Hearing. The Judicial Chair and the Dean also have the right to proceed to a Formal Hearing if the issue warrants it, or to call another mediation hearing if it would potentially resolve the issue.

In cases involving the potential suspension, expulsion, or dismissal from the College, a Formal Hearing is required.

C. Formal Hearing of the Judicial Committee of the Student Government Association

The student in question is notified of the Formal Hearing of the Judicial Committee of the Student Government Association. The

written notification must be two days in advance, and give the time and place of the hearing, the specific violation, the evidence that will be presented, the witnesses that will be called, the hearing procedure, and the possible sanctions. If the violation occurred during the exam period, the notification can be one day in advance.

1. The Jury

For an Academic Conduct violation hearing, the jury will be four students and four professors. For Non-Academic Conduct hearings, the jury will be six students and two professors.

Faculty jurors are the two members annually voted to the Judicial Committee by the faculty; the other two for Academic Code hearings are to be selected by the Dean of the College.

The student in question can choose one of two methods for selecting student jurors for her hearing: they can be drawn randomly from the student body, or randomly from the Judicial and Executive Committees of the Student Government Association. Upon receiving the hearing notification, the student in question must inform the Secretary of the Judicial Committee which type of selection method she wants. Once the selection process is begun, the student in question cannot change the process, or refuse a properly impaneled jury.

If the student body jury is chosen, student jurors plus a sufficient number of alternates will be selected randomly by lot by the Secretary from a list provided by the registrar of current students in good academic standing. If the student leader jury is chosen, they will be drawn randomly from the membership of the Judicial Committee who have not had any dealings with the case, and from the membership of the Executive Committee of the Student Government Association in good academic standing.

Jurors will be notified personally by the Secretary at least one day in advance of the hearing with the time, place, confidentiality rules and procedures of the formal hearing. At their discretion the Deans may excuse a student from service on a jury for sufficient cause or conflict of interest.

2. The Presiding Officer

In Non-Academic Code cases, the presiding officer of the hearing will be the Vice-Judicial Chair; in all other cases the presiding officer will be the Judicial Chair, whose authority on the resolution of questions and adjudication of the process during the hearing is absolute and final. The presiding officer has the power to recess and recall a hearing as she determines necessary.

3. The Hearing Process

The Formal Hearing will be closed to the public, except if the student in question requests otherwise. If the student in question fails to appear, after waiting a reasonable amount of time the hearing will proceed and a binding decision rendered without her.

4. The Evidentiary Phase

After being called to order, the hearing begins with the presentation of the evidence and witnesses by the Student Advocate. The admissibility of evidence is at the discretion of the presiding officer based on “reasonability.”

Student witnesses are presumed to be guided by the Honor Principle, and may only give testimony to that which they have know directly. The presiding officer and the Student Advocate may ask questions; jurors can ask questions at the discretion of the presiding officer.

The student in question may not be compelled to testify against herself, and the jury cannot draw a negative implication from that refusal. Any member of the College Chaplain’s office or professional medical staff who the student has entered into a confidential privileged relationship cannot be compelled to testify, except with the permission of the student in question. Any prior “bad acts” of the individual are inadmissible.

The Deans will insure that the privacy rights of all students under federal and Virginia law will be preserved and observed; this paramount legal obligation outweighs the authority of the presiding officer in issues of the propriety of evidence and questions.

The student in question or her representative has the right to be present for the entire evidentiary phase of the hearing. She has the right to question in turn all witnesses called by the Student Advocate, subject to limits of appropriateness and relevancy determined at the discretion of the presiding officer.

After the conclusion of the Student Advocate's presentation, the student in question has the right to introduce evidence and call witnesses subject to the same limitations governing evidence and fundamental fairness imposed on the Student Advocate. The Student Advocate has the right to question any witnesses or evidence presented by the student in question.

5. The Deliberation Phase

At the conclusion of the student in question's presentation, the evidentiary phase of the hearing ends. Only the jurors, the presiding officer, and the Deans remain to deliberate — while all deliberate, only the jurors vote.

The standard of guilt is a "clear and convincing consideration of the evidence," which means that there is a high degree of certainty in the mind of the reasonable person that the violation occurred to find the student in violation of the Honor Code. This standard of determination is greater than a "preponderance of the evidence," which requires only that the greater weight of evidence be considered, but is less than the familiar "beyond a reasonable doubt" required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception, and malice.

Voting by the jurors is by secret ballot, and there must be unanimity to find the student in question responsible.

D. Sanctions

If a guilty verdict, the sanction is determined by the consensus of the Chair, the Deans, and the jury. During the consideration of sanctions, the prior academic and disciplinary record of the student can and should be consulted where appropriate, as well as the actual or potential consequences of the incident.

A faculty member who reports a violation of the Honor Code Standards of Academic Conduct retains the right to confidentially recommend a sanction to the Judicial Committee. She also has the right to take punitive action against the student in the class, but only after the resolution of the full judicial process. A student cannot withdraw or petition to change grade option in a class to avoid being sanctioned.

For a repeated or serious violation of regulations governing dorm residency or public safety, the Chief of Campus Police or the Director of Residence Life can recommend a sanction to the Judicial Committee pertaining to the revoking of privileges or the imposition of fines, restitution, or compensatory work.

Implementation and monitoring of compliance with sanctions is to be done by the Secretary in conjunction with the Dean's Office. Failure to comply with a sanction is a serious violation of the the Honor Code.

E. Appeals

Appeals must be made to the President of the College within three academic calendar days of the Formal Hearing. The grounds for an appeal must be either new evidence, or an error in the process of the hearing, either of which would necessitate a new hearing. In the preparation of an appeal, the student can have access to the record of the mediation and formal hearings, as well as consult with a Student Advocate or the Honor Advisor. If the sanction includes Suspension, Dismissal, or Expulsion, the student can also request a reduction of sanction by appealing for presidential clemency. Only one appeal is permitted, unless credible evidence is presented of a previously unknown gross violation of fundamental fairness by the Judicial Committee.

The President of the College, at her discretion, may appoint a Temporary Appeal Board to review the outcome of the initial hearing. The composition, process, and mandate of the hearing board is at the discretion of the President.

F. Public Notification

The outcomes of all Honor Code investigations, mediations, and formal hearings are to be publicly posted monthly with due regard to

the privacy of all concerned. Results of hearings should be posted soon after any appeal is over, whereas the results of investigations or mediations that did not come to formal hearing can be culled and posted twice a semester.

G. Preservation of Records

It is the job of the Secretary of the Judicial Committee to keep and preserve the records and minutes of the meetings, investigations, and hearings of the Judicial Committee during the school year. When the Committees docket is cleared at the end of the year, the Secretary compiles for the Deans statistics and records of the types of cases and outcomes of the year, and insures that all other records, tapes, notes, disks, and files of investigations and hearings of the student members of the Committee are destroyed or erased.

Section 3

Residence Life & Housing

Terms and Conditions of College Residency

Residence area living is an integral part of the college community. It is an opportunity to grow, learn and share; a time to establish meaningful relationships, to learn more about yourself through daily interaction with others, and to accept the responsibilities and privileges of group living in a college environment. Residence area living is more than a room in a building, it's "an education".

The atmosphere within your residence area significantly influences your success and personal satisfaction in college. Each resident contributes to making residence area living a positive experience. A feeling of "community" is achieved through mutual consideration, cooperation, and responsible behavior. Community living places a great deal of responsibility on the individual for self-discipline and an awareness of the rights and needs of those individuals within the community.

The policies and guidelines that have been established in the residence areas are designed to help facilitate a harmonious community conducive to academic and personal growth. They are not intended to restrict the individual, but to insure the rights of all students to pursue their educational objectives in a healthy and safe environment.

Following are general guidelines for Residence Life. Each residence area maintains, to some degree, its own identity and, upon a majority vote by the residents, may establish additional guidelines or set higher standards than those described in this handbook.

RESIDENCE LIFE STAFF

Resident Coordinators and Resident Assistants work with students to develop a sense of community in their residence area, to insure an environment where students may pursue their interests, understanding the importance of mutual respect and consideration. Staff are also instrumental in assisting students in developing positive attitudes and behaviors to deal responsibly with the establishment of a more independent life style.

Resident Coordinators and Resident Assistants maintain a high degree of visibility in the residence areas and do so to provide assistance and guidance. Throughout the academic year, in cooperation with residents, the Residence Life Staff conducts educational programs and social activities designed to meet the needs, interests, and talents of the residents.

Coordinating the residence life staff initiative is the Director of Residence Life. Also on staff are the Coordinator of Residential Programs who develops and implements programming and the Coordinator of College Housing who coordinates housing assignments. Resident Coordinators are part time professional staff members who have particular expertise and interest in providing personal counseling, assisting with individual or group problem solving, conflict mediation, and in promoting the development of community. These staff members reside in the residence halls and are on call and available evenings and weekends.

1997-1998 Resident Assistants (RA):

Carson	Karen Bender, Kristen Smith
Dew	Heather McLeod, Emily McGregor
Grammer	Nicole Rodriguez, Josie Beets, Mishja Anthony
Manson	Amanda Jones, Elissa Pugh, Mary Lea Martin
Meta Glass	Darelle Pfeiffer, Chairwoman; Flynt Burton, Wendy Bramlett, Melinda Brown, Germaine Gottsche, Tricia Mohana, Elizabeth Hamshaw
Randolph	Melissa Cicotello, Jeanette Oswald, Marquita Belzer
Reid	Jackie Chatham, Catherine Zahm, Emily Pegues

The Resident Assistant position is an excellent leadership opportunity. The role of the Resident Assistant is to be a resource and friend, to make referrals, to confront inappropriate behavior, and to develop community. Students interested in applying for this position should stop by the Office of Residence Life & Housing for additional information. The application process occurs during the early part of the spring term and consists of submitting an application and two recommendations. Each candidate participates in a group process with other candidates and in an individual interview with representatives from the current Resident Assistant staff, Resident Coordinator staff and with the Director. Final selections are made by the selections committee which consists of the Director, the current and future Chairwoman of the Resident Assistant Staff and other selected members of Residence Life Staff.

GENERAL CONDITIONS

The policies and guidelines that have been established in the Residence Areas are designed to promote and maintain a living environment which enhances a student's opportunities to prosper academically. Students are responsible for complying with all College policies and regulations included in this document as well as in the College Catalog, and the Housing Agreement.

The College has the right to revoke residency for health and safety reasons, to remove/dismiss a student whose emotional or physical health or well being is determined to pose a risk to herself, others, or the College, to seek disciplinary action for violations of rules and regulations, and for the nonpayment of bills. In addition, the College will seek financial restitution for damage to or loss of property. The Housing Agreement is binding for one academic year which includes the fall and spring semesters.

RESIDENT STATUS

Students are not permitted to live off campus unless they are enrolled as a Turning Point student or are living at home with a parent or guardian and are enrolled at the College as a day student. Students who turn 24 years of age (prior to the fall enrollment) are considered independent by the Federal Government. For this reason they are permitted to reside off campus once authorized by the Office of Residence Life & Housing. Students who believe there are circumstances which warrant an exception this rule should submit such a request in writing to the Director of Residence Life.

ENROLLMENT FEE DEPOSIT

All residents must pay their enrollment fee and pre-register for classes for the upcoming Fall semester in order to participate in the Spring Room Lottery or to reserve a space on campus as a new student. Each deposit will be applied as a credit on the student's account.

DAMAGE DEPOSIT

A \$75.00 damage deposit is required of all Resident Students. This deposit is maintained during the student's tenure in the residence areas. Any damages to College property that are found during residency or upon termination will be billed to the student. We ask students to report information leading to the appropriate individual(s) responsible for the damage. We encourage students to take responsibility for the damage in which they involved themselves. The \$75 deposit is refunded only when a student's residency is terminated, in her final term, and she has followed the proper check-out procedure and no residency damage (individual or pro-rated community) is to be assessed.

BOARD PLAN

All resident students are required to participate in the College's board plan. Special dietary arrangements, if necessary, can be made with the College's Food Service.

ROOM ASSIGNMENTS

Room assignments are made for the entire academic year. Residence must be for one academic year. Unless, however the student is completing the requirements for graduation at the end of the fall semester, entering the College for the first time at the beginning of the spring semester, spending a semester abroad, or a housing vacancy has occurred which would permit occupancy for a shorter period of time. Returning students select rooms in the spring semester during the room selection process. New students are assigned a residence during the summer, based on roommate compatibility. The Office of Residence Life & Housing reserves the right to change room assignments whenever necessary.

ROOMMATES

Living together successfully requires a willingness to openly communicate and compromise. It is essential that roommates appreciate and respect individual differences and each other's needs and rights. You are encouraged to establish mutually acceptable guidelines for living arrangements, such as use of personal property, study habits, and visitation.

TEMPORARY HOUSING

Resident students placed in a temporary housing assignment will be required to vacate from that assignment and move to a permanent housing assignment when requested to do so by the Office of Residence Life & Housing. Permanent housing assignments will be made as each space becomes available. Students will be placed in their permanent housing assignment based on their date of enrollment fee paid.

REASSIGNMENT/ROOM CHANGES

Students may not exchange rooms without prior permission from the Office of Residence Life & Housing. If roommates find they are having difficulty, the Office of Residence Life & Housing has a specific procedure which involves roommate mediation with a Residence Life Staff person. While students are encouraged to resolve concerns that may develop as they learn to live together, genuine incompatibility between roommates is sometimes inevitable. When this becomes apparent, the Residence Life Staff will assist students in securing a more appropriate living situation. Students may at any time complete a room change form in the Office of Residence Life & Housing. Room changes cannot be guaranteed. All room

changes must be coordinated through the Office of Residence Life & Housing. Any student, who makes an unauthorized room change may be subject to the College judicial process and required to return to the originally assigned room and will be assessed a minimum of a \$25.00 fine.

The Office of Residence Life & Housing reserves the right to reassign and/or consolidate residents and to fill vacancies as it deems necessary. Students must check into their residence area by the conclusion of the official opening/orientation day of their arrival for the Fall or Spring Semester. Failure to do so may result in the student losing their residence assignment. Loss of an assigned space will mean reassignment by the Office of Residence Life & Housing.

ROOM VACANCIES/ ROOM CONSOLIDATION

When a vacancy occurs in a room designed for multiple occupancy the residents have 48 hours to select a new roommate (contingent upon the time in the semester) or the Office of Residence Life & Housing will assign a new roommate. The Office of Residence Life & Housing reserves the right to consolidate vacancies. Consolidation of rooms requires students who reside in rooms where vacancies exist to move in with one another. Students residing as an individual in a room designed for multiple occupancy beyond the mid-semester point who request staying in that residency may be assessed the single room rate on a pro-rated basis.

CHANGE OF STATUS

Any resident who withdraws or whose course load is reduced to less than 12 credits must notify the Office of Residence Life and plan to check out within 24 hours. Any exceptions must be approved by the Dean of Co-Curricular Life and/or the Director of Residence Life.

MOVING OUT OF A RESIDENCE AREA ROOM

Students are required to remove all of their personal belongings from their assigned room once they have terminated residency. This removal must be completed within 24 hours of terminating housing. The College is not responsible for any belongings left behind by a student. The College will enter the room for housekeeping purposes and will remove and discard any personal belongings left behind.

VACATION PROCEDURE

The residence areas close for all vacation periods. No provisions can be made for late departures or early arrivals. Residents are advised to plan travel arrangements accordingly. In addition, students are required to vacate campus immediately following their final exams.

Vacation Periods

Thanksgiving Holiday: Residence Areas close 11/25/97 at 5:30 pm. Re-open 11/30/97 at 1:00 pm.

Semester Break: Residence Areas close 12/19/97 at 5:30 pm. (Students must vacate campus immediately following their last exam.)

J-term: Residence Areas open 1/4/98 at 1:00 pm.

Spring Semester: Residence Areas open for residents returning for spring term on 2/8/98 at 1:00 p.m.

Spring Vacation: Residence Areas close 3/20/98 at 2:30 pm. Re-open 3/29/98 at 1:00 pm.

End of Year: Residence Areas close 5/20/98 at 5:30 pm All students must vacate campus immediately following their last exam; seniors are permitted to remain in residence through commencement on 5/24/98.

STORAGE POLICY

Sweet Briar offers limited storage during the academic year. The following items may be stored during the academic year: trunks, appliance and computer boxes. These items must be labeled with storage tags indicating that the item is ready to be picked up and placed in storage; these tags are available from any residence life staff member or from the Office of Residence Life & Housing. No other boxes (empty or full) or personal items may be stored during the academic year. Many students have reported that boxes easily collapse and store behind the bureau or bookcase, under the bed and/or carpet. Residents are responsible for following proper procedures for requesting that articles be removed from storage. You can gain access to a stored item during the academic year only during scheduled times, which occur around breaks, i.e. Reading Days (October), Thanksgiving, end-of-fall-semester, start of spring term, March break. Exact times will be posted, and you will need to go to the storage area to retrieve what is needed from the trunk.

Luggage: We recommend that one suitcase be kept in your room for last minute travel plans, however additional luggage can be stored during the academic year. Access to stored luggage will be the same as accessing any other stored item [see above].

Trunks

Trunks may be stored in College storage areas. A trunk, by SBC definition, must have handles and must be able to be secured with a lock.

- At the end of the year, if you want a trunk stored, it will be transported to storage for you by Physical Plant staff. It should be left in your hall, clearly marked with your name. At the beginning of the year, only trunks will be delivered to your residence hall.

-
- You can gain access to a trunk during the academic year only during scheduled times, which occur around breaks, i.e. Reading Days (October), Thanksgiving, end-of-fall-semester, start of spring term, March break. Exact times will be posted, and you will need to go to the storage area to retrieve what is needed from the trunk.
 - Trunks and appliances/computer boxes that are intended for storage must be unpacked and tagged for storage within five business days after the student's return to campus. Trunks, and any other item(s), intended for storage must be removed from residence hall corridors within the first week of the semester.
 - At any point when a trunk is found in the corridor, it will be removed to storage. If a trunk is not intended for storage it must remain in your residence hall room.

Summer Storage: As a service, the College offers storage space for certain items over the summer months for students who are scheduled to return the following fall term.

- Sweet Briar assumes no responsibility for damage or loss of articles left at the College to be stored. Students are strongly advised against leaving articles of value in storage. **All storage is at the students' own risk.** While the College will take reasonable steps to protect stored property, the College specifically disclaims any liability for theft or damage by fire, water, or other cause.
- There is a limit of 10 items per person which can be stored. Items in excess of this limit will result in a per item charge [\$1 per item]. Large items, e.g. sofa, entertainment center, computer desk, will be assessed a per item charge [\$5 per item].
- The student is responsible for packing and transporting (to and from) all items to be kept in summer storage except trunks. If items are left at the storage location at times other than the posted times, consider these items left at your own risk, e.g. to weather, theft.
- Articles must be securely packed in standard size boxes. Standard size boxes can be purchased at the BookShop. Ensure boxes are not over-packed so that they cannot be lifted. Items such as pillows, bed and table lamps, linens, typewriters, books and other loose articles/accessories must be packed in boxes, tied securely, and tagged with name and next year's room assignment. Chair/sofa cushions must be firmly tied to the main portion of the frame.
- Property without shipping instructions attached, which is left beyond one year in College storage by a student after her final departure from College, either through withdrawal or graduation, will be considered abandoned and will be disposed of by the College.

-
- Since the College has no moth-proof store rooms, students are advised to use an alternate location for storage of blankets and clothes. Laundry/dry-cleaning facilities are located in the surrounding community for cleaning and storage.
 - The College does not store rugs but there are local vendors who will accommodate this need.
 - Each item going into storage should have a storage tag. The storage tag should be attached as securely as a luggage tag at an airport. Students are responsible for retaining a copy of each storage tag as a receipt and for identification when claiming items in the fall. Students who are on leave or abroad should clearly mark "abroad" or "leave" on all stored items. All items should be clearly marked with name of owner.
 - Personal items other than trunks that are left behind in student rooms or hallways will be considered abandoned and will be disposed of by the College; any charges associated with handling/disposing of these items will be assessed to the individual or floor.
 - All items placed in storage must remain in storage until the College re-opens for fall semester; access cannot be gained over the summer, unless in case of emergency or if the student withdraws from the College.
 - Items must be claimed and transported from storage within the first week of the semester for which the student has returned. Items unclaimed after that time will be considered abandoned and may be discarded. Only trunks will be delivered to your residence hall.
 - Campus Police coordinates the storage of bicycles.

ROOM RESPONSIBILITY

Each resident must complete and sign the required room condition report (RCR) and housing agreement within 24 hours of occupying an assigned space. At the expiration of occupancy, these forms, when countersigned by Residence Life Staff will be a basis for assessment of any damages or losses or violations attributable to the resident. The Residence Life Staff review of the condition of the room will be final and appropriate billing/action will follow. Failure to complete this process will result in the students assuming full responsibility for damages/violations, and she may be assessed a fine.

At time of check-out, each resident is responsible for insuring the completion of the room condition report (RCR) and obtaining the signature of the residence life staff member. It is expected each room will be in reasonably good condition upon check-out.

COLLEGE ACCESS TO STUDENT ROOMS

The College recognizes residents' rights to privacy however maintains the right for its personnel to enter residents' premises for routine

and immediate maintenance, in an emergency involving danger to life or property, for the purpose of health and safety inspections, general cleanliness, or when a condition is present that is prohibited by the Housing Agreement or College regulations, or when it is believed that a resident is using assigned space in a manner contrary to the provisions of the College policy. Official law enforcement agencies must have proper search warrants to enter any student's residential space in any non-emergency situation.

KEYS

Each student is issued a key at check-in which will admit her into her assigned room and any residential building while the college is in session. The one-time cost for issuing this key is incorporated as part of the check-in fees. These keys are designed to fit designated "Key Door" entrances of each residence hall as well as a number of academic buildings. Typically, these entrances are front or main entrance door. Designated "Key Doors" include:

Carson: south entrance facing Gray (main entrance) and porch door

Dew: front door facing quad and 1st floor door facing Reid, ground floor door facing Reid

Fletcher *: outside door entering into Honors Center (ground floor)

Grammer: 1st floor facing Quad, 1st floor side door facing Meta Glass, ground floor door facing Macke Room, and ground floor door facing Chapel

Gray *: 1st floor door facing Pannell, 2nd floor door facing Benedict, and front door facing quad

House One—front and rear doors

Library *: ground floor door entering into Night Study

Macke Room * (Reid Hall): side door entrance to Reid across from Grammer

Manson: side door across from Admissions House, front door facing parking lot, right ground floor door facing Randolph

Meta Glass: 1st floor door facing Health Center and 1st floor door facing Grammer

Randolph: 1st floor facing Pannell (leads to quad) and ground floor facing Manson

Reid: front door facing quad, 1st floor door facing Grammer, and 1st floor door facing Dew, ground floor facing Reid

* non-residential/academic or vending space

Residents are required to carry their room and building key with them at all times as entrances to all residence areas are locked 24 hours a day. Campus phones are installed outside of each residence hall. Guests seeking access to a residence hall to visit a student should call the student on these phones. Students should not permit guests access to the residence halls if the guest is unescorted.

Each resident is issued at check-in a key to her room and the front door of her assigned hall and is responsible for these keys. Keys are also available for certain dressers and closet doors in Meta Glass. All keys issued by the College are the property of the College and may not be duplicated. The cost for the issuance of keys is incorporated into the check-in fees. The deposit is refunded when each key is returned. If room keys are lost or stolen, or failure to return keys could result in an automatic lock change with the cost assessed to the student. Loss of outside door key, or mailbox key will result in a replacement cost assessed to the student. If keys are lost or stolen report to the Office of Residence Life & Housing to complete the appropriate paperwork to get new keys.

Residents who do not return keys upon departure from the College have two weeks to return the keys. If at the end of two weeks the keys are not returned the deposit will be forfeited and the resident will be assessed the key replacement fee as well as the fee for changing the lock.

When a student is making a room change (moving from one campus room assignment to another), she must return the room key from the previous assignment and secure a room key for the new assignment. This transaction takes place at the Office of Residence Life & Housing and should be completed within 24 hours of being approved to make a room change. As above, if the key for the previous assignment is not returned or if its return occurs beyond the 24-hour time period, the student is subject to losing the deposit and will be assessed the key replacement fee as well as the fee for changing the lock.

Each student is advised to lock her room and carry the room and front door key with her at all times. Unauthorized possession, duplication or use of keys to any College premises; tampering with locks; lending room and/or building keys to another person; or unauthorized entry to or use of College premises, is not permitted and will result in a disciplinary review. Any student who is locked out of her assigned room may follow these procedures to gain entry:

1. Locate the roommate and have her unlock the door.
2. If unable to locate the roommate, contact Campus Police and request an officer to provide access to the room. Every student must present ID as proof she is a resident of the room to which she requests access. No student will be given access to a room which is not her own.

The following measures regarding use of keys should be adhered to for the safety of all residents:

- The best security a student has is a locked room. Keep room door and windows locked.
- Each resident is responsible for the keys to her room and hall. All keys issued by the College are the property of the College and may not be duplicated.
- No resident student is permitted to lend her key(s) to another person.
- Residents should carry room and building keys with them at all times. All entrances to residence areas are locked 24 hours a day.
- Do not attach personal identification to keys.
- For the safety of all residents, unauthorized persons should not be allowed entrance into any residence area. Individual rooms should be kept locked and exterior doors cannot be propped. Unauthorized entry to or use of College premises will result in disciplinary action.

CARE OF ROOM

Residents are expected to keep their room and its furnishings clean and orderly. Each resident is responsible for damage to or loss of furniture, fixtures, equipment and effects, provided to her by the College. In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss, damage or violation, the assessment and/or disciplinary consequence shall be shared equally among those assigned to the space.

Each resident room is furnished with beds and bureaus. Bed linens and blankets are not provided, however the student may elect to subscribe to a laundry rental service for these items. Each student is required to bring and use a fluid proof mattress pad. Due to storage limitations, beds and bureaus may not be removed from rooms nor may furnishings from common areas (lounges) be removed; violation will result in a \$25 fine. Charges for moving furniture back to their proper location or for the replacement costs of furnishings will be assessed against the responsible resident(s). Requests for additional furniture or for removal of certain furniture (bookcase, desk, chair) will be considered only after hallways and storage areas have been cleared from opening week. Such requests should be submitted in writing to the housekeeping staff. Mirrors must remain attached to dressers. If removed, the responsible resident(s) will be assessed the charge for re-hanging the mirror.

Residents are responsible for personal furnishing(s) and must plan to remove them accordingly at the conclusion of the academic year or within 24 hours of when residency is terminated. Failure to remove this personal furniture will result in a \$50 fine per item.

Painting of rooms, doors, door casings inside and out is not permitted, and will result in assessment of damages. Residents shall not write or post information or material which is an invasion or violation of any individual's rights. Automatic door closures on any door cannot be removed or tampered with, and will result in assessment of repair and disciplinary action.

Residents responsible for damage or pranks to student room doors and/or locking mechanisms will face disciplinary action.

In general, damages other than normal wear and tear will be assessed to the resident(s). As a community, residents are responsible for the condition of the public common areas. Damage which cannot be assessed to the appropriate individual(s) will be pro-rated amongst the building or floor.

HEALTH, SAFETY AND WELL-BEING

Health and Safety regulations are maintained by the College for the protection of the entire community. The well-being of the resident student cannot be ensured solely by any set of regulations as it also requires the student's acceptance of mutual accountability and respect for fellow students.

All residents are expected to respect each other's individual needs. Residents are accountable for any disturbing activity that can be heard beyond their own room and must adjust activities to within that range if asked. Roommates are mutually accountable for adherence to all College policies.

No person shall create, either intentionally or recklessly, a condition which endangers or threatens the safety or well-being of other persons or damages property; nor shall any person willingly create a health hazard or nuisance in any residence area. Failure to comply with these Terms and Conditions of the College Residency will result in disciplinary action which may include reassignment or revocation of residency.

The following specific regulations are in effect:

(Each violation will result in discipline and/or a fine)

- Candles, lanterns, incense and potpourri are prohibited. Students are liable for any injury to others and/or damage to property resulting from negligence.
- Flammable decorations such as live evergreen (i.e. fir or pine trees), streamers, mini lights, clip lamps, string lighting (i.e. holiday lighting) are prohibited in any residential facility.
- Failure to evacuate a building during a fire alarm will result in disciplinary action.

-
- Hot plates, electric frying pans, immersion coils, microwaves and other similar cooking or heating devices are not permitted in any residence facility.
 - Appliances which create an electrical problem in the residence areas are prohibited.
 - Multiple wall sockets or prongs, other than 15 amp power strips, are not permitted.
 - No sheets or tapestries may be hung on ceilings, over windows or as room dividers.
 - Roofs of residence areas or other campus buildings are off limits
 - Cooking is not permitted in rooms. Cooking must be confined to common area kitchens where applicable.
 - The possession of firearms, fireworks, knives, numchucks, capguns, explosives, chemicals or other dangerous weapons or substances is prohibited.
 - Flammable liquids including but not limited to gasoline, turpentine, oil based paint are prohibited in all residence facilities.
 - Possession of pets, with the exception of fish, turtles or hermit crabs, is a violation and will result in disciplinary action.
 - Water beds and other liquid filled furniture are not permitted in any residence facility.
 - Air conditioning equipment and outside radio or television aerials are prohibited in any residence facility.
 - Screens may not be removed from windows.
 - Residents are strictly prohibited from making structural modifications to any room.
 - No changes in the electrical wiring system are permitted. Overloading of circuits must be avoided; use of a power strip is required.
 - Any sports in the hallway/building, including but not limited to engaging in a "slippery slide", riding bikes, skateboards, and rollerblades are not permitted.
 - Lofts of any kind are not permitted.
 - Cinder blocks and bricks are not permitted in rooms; beds cannot be raised.
 - Residents are responsible for room cleanliness. Excessive collection of garbage or unhealthy conditions is prohibited.
 - Improper use of fire exits, windows, roofs, and/or propping of doors will result in a fine; automatic door closers cannot be removed from doors.

REFRIGERATORS

Small portable electric refrigerators may be used in residence hall rooms, provided students take responsibility for acquiring, moving, maintaining, and removing them. Because of space limitations, refrigerators

should not exceed 4.5 cubic feet, weigh more than 80 pounds, or exceed 240 watts of electricity in normal operation. all appliances, including refrigerators, must bear the seal of Underwriter's Laboratories, Inc. (U.L. Listed). Rental refrigerators are available through the Office of Residence Life & Housing for a fee.

Food not stored in common kitchen refrigerators or personal refrigerators should be kept in tin boxes, screw top jars or sealed plastic containers. Bugs and pests are attracted to any food products, including crumbs.

RUGS

The majority of residence hall rooms have either wooden or tiled floor surfaces. Area rugs may be used in student rooms. The student must provide the rug and be responsible for installing, cleaning and removing the rug(s). The College does not provide storage for rugs over the summer months. Off-campus vendors are available for storage and/or cleaning of rugs.

Residents must plan to remove rugs accordingly at the conclusion of the academic year or within 24 hours of when residency is terminated. Failure to remove rug(s) will result in a \$50 fine.

WALL/WINDOW DECORATION

Thumb tacks, nails, screws, pins, stickers, contact paper, wall paper border, any tape or adherent of any kind, glue or paste may not be used to add decoration to walls. This requirement applies to public areas as well. The College has experienced damage and deterioration to property by student's use of such adherents. Students should check with Resident Assistants for recommended adhesive products. Most residence halls have molding strips furnished for students to hang or suspend lightweight accessories, pictures, and posters. Molding hooks are available in student rooms and may be purchased at the Bookstore or local hardware stores. Some rooms are furnished with towel racks installed by the College; if a towel rack is not installed in your room, you may request one be installed by Physical Plant Staff. Each student will be responsible for damages resulting from installation of personal hooks and racks.

Each room has either a window shade or mini-blind on each window. Students are responsible for providing their own rods (spring-loaded) and window covering, if desired.

FIRE SAFETY

All residents must evacuate their building when a fire alarm sounds. Failure to evacuate, causing false alarms, interference with the proper functioning of the fire alarm system and tampering with or removing

fire extinguishers are serious offenses. Because such violations can be life-threatening, individuals involved are subject to College disciplinary action including possible suspension, a significant fine assessment and possible criminal action. When responsible parties cannot be determined, residents of the residence area in which the malicious alarm or tampering took place may be subject to a collective fine.

To ensure unimpeded exit from the residence areas, all fire escapes, stairwells, hallways and ladders must be kept clear at all times. Fire escapes are only to be used during actual fires, or fire drills. Fire extinguishers are provided, especially in or near kitchen areas. Each student is encouraged to familiarize herself with how these are used. Students must not ever misuse fire extinguishers.

FIRE DRILLS

The College will conduct periodic fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded. All residents, and all guests, are expected to evacuate the residence area when an alarm is sounded, and remain outside the residence area until it is declared safe to re-enter by the appropriate College official. Resident Assistants and student fire marshals assist with fire drills and evacuation.

HEALTH AND SAFETY INSPECTIONS

The Residence Life Staff and/or Housekeeping will inspect each student room at least once per year to insure the room is in proper condition, damage free, and in agreement with all health and safety regulations as outlined in the Terms and Conditions of College Residency. In addition to a plain view search of the room, Residence Life Staff will view the inside of a resident's refrigerator for health reasons. If items which are prohibited are found in the room [including but not limited to: toaster oven, candles, alcohol], they will be confiscated by the Residence Life Staff. Residents will be notified 24 hours in advance of the inspections and do not need to be present when the room is checked.

HOUSEKEEPING/MAINTENANCE

Members of the housekeeping staff are professionals who work in cooperation with the residence life staff and residents to ensure that the residence halls are clean and in good repairs. These staff members are not available to provide services for individual students. In the spirit of community living, residents are expected to respect housekeeping personnel and assist staff in maintaining a high quality of cleanliness. Male housekeepers will be scheduled to work in residence areas after 7:00 am except in Grammer, Reid and on the fourth floor of Meta Glass; workers will enter after 9:00 am in those areas.

If you have a request for maintenance or repair work, students can phone in the request by calling the work order line at x6789. However requests for furniture, suitcases and trunks will not be accepted via the phone; such requests must be submitted in writing at least 24 hours in advance.

PERSONAL PROPERTY

The College is not financially responsible for the loss of, or damage to, personal property. Residents should be familiar with the extent of their family's insurance or seek coverage through a supplemental policy. The College does, however, provide literature on a Student Personal Property plan coverage with an outside vendor at the individual's expense. You may inquire with the Office of Residence Life & Housing about this vendor or contact the vendor yourself at: National Student Services Inc., P. O. Box 1657, Stillwater, Oklahoma 74076.

PERSONAL TELEPHONES

SBC*Telecom provides on campus, local, and long-distance telephone service and CATV service in students' residence hall rooms. Telephone, voice mail, and CATV service are paid in part through the \$250 technology fee assessed every resident student. To receive long-distance telephone service, each student must complete a SBC*Telecom contract and receive an authorization code. Each student is responsible for any long distance calls made with her authorization code. The College is not responsible for billing disputes which may arise between roommate(s) and others.

CABLE TELEVISION

It is a federal offense to receive a cable television signal for which you are not properly authorized by the owner of such cable. It is also an offense to allow another party to gain access to the cable TV signal from your outlet. SBC*Telecom contracts with an individual person for cable outlet(s) located in the room indicated on the Account Contract. Any unauthorized reception discovered by SBC*Telecom will be traced back to its source, and both outlets will be deemed to be in violation of federal law. Any subscriber who is suspected of unauthorized use of cable facilities will be subject to investigation through the Sweet Briar College Judicial System and may suffer permanent loss of cable TV and a fine of up to \$250 per outlet in violation. SBC*Telecom reserves the right to inspect the integrity of its outlets.

CODE OF CONDUCT

All members of the Sweet Briar community must be responsible for their actions and make sure these actions do not impose upon other community members. The College has the authority and responsibility to establish rules and standards which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with each student, and as much as possible, she is encouraged to resolve conflicts of individual rights and responsibilities herself. The College will become involved, however, when a student cannot resolve a conflict herself; when local, state or federal laws have been broken; when there could be or is a potential for personal harm or property damage; or when college regulations have been violated.

Sweet Briar requires students to obey local, state and federal laws. Also the College has regulations which it expects students to follow both on-campus and at college-sponsored events. The College does reserve the right to take action against students whose behavior either on or off-campus blemishes the College's general image or reputation. Students whose off-campus activities have a direct bearing on the College or members of the Sweet Briar community could be subject to disciplinary action. Also, if a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

CONFLICT MEDIATION

In order to promote understanding and the resolution of disputes without disciplinary implications, the Office of Residence Life & Housing shall implement and maintain the Conflict Mediation Program. For more information on conflict mediation, see your Resident Coordinator or stop by the Office of Residence Life & Housing.

ALCOHOL POLICY

The College's statement on the use and possession of alcoholic beverages at Sweet Briar College has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety. As noted in the College's statement, only students of legal drinking age may possess and consume alcoholic beverages in her residence hall room. Common containers (i.e. beer balls, kegs) are not permitted in residence hall rooms. Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Per Commonwealth

law, alcohol is not to be consumed in public areas, including residence hall lounges, hallways, stairwells, bathrooms, etc.

Sweet Briar College is committed to maintaining a healthy living and learning environment that encourages the lawful and responsible use of alcohol and discourages alcohol abuse. The College's Alcohol Policy is based upon the following objectives and premises:

- The decision to drink is an individual one that should be made responsibly, and in accordance with College, local, state, and federal regulations.
- Each individual who decides to use alcohol should do so in moderation and is accountable for her conduct. Any student who consumes alcohol accepts responsibility for her consequent behavior and may be disciplined in an appropriate fashion. In other words, being intoxicated will not be accepted as an excuse for erratic, irresponsible, and/or disruptive behavior either to one's person, or any other person(s), or to any property.
- No individual should be coerced or encouraged against her wishes to use alcohol. Non-alcoholic beverages must be available at all events where alcohol is being served or offered.
- The College is committed to providing on-going education and assistance to students regarding the use and abuse of alcohol.
- Violations of local, state, or federal laws also constitute violation of College regulations. Individuals who violate these regulations could be subject to College disciplinary action, in addition to legal consequences.

The laws of the Commonwealth of Virginia apply in all cases to the use and possession of alcohol on Sweet Briar campus. The regulations of the Alcoholic Beverage Control Commission of Virginia require:

- That you do not serve alcohol to any person whom you know or have reason to believe is under 21 years of age and that you do not allow such a person to consume any alcoholic beverage at your event.
- That you do not serve any alcoholic beverage to any person whom you know or have reason to believe is intoxicated, that you do not allow the consumption of any alcoholic beverage by such a person at your event, and that you do not allow such a person to remain in attendance at your event. As an individual host or organization host, you can be held liable for alcohol-related accidents and/or injuries.
- That those who serve alcohol at your event must be 21 years of age or older.
- Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.
- Publicity for an event may not include the availability of alcoholic beverages.

-When alcohol is present, the host (event sponsor and/or room owner) must be 21 years of age or older.

It is the responsibility of each member of the Sweet Briar College community and sponsors of any College or private event to know and comply with all pertinent State laws and College regulations; to assume responsibility and potential liability in all matters of compliance with Federal, State, County, and College regulations regarding the consumption of alcoholic beverages; and further, to help prevent any abuse or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior from themselves and their guests.

General Regulations and Guidelines

- Alcohol may not be used as a focus of membership or recruitment functions (e.g., clubs or special interest groups). In addition to internal disciplinary measures, the College will report to local law enforcement officials any conduct which may be a violation of Virginia's anti-hazing statements or alcoholic beverage control statute.
- At any event at which alcoholic beverages are served, food and non-alcoholic beverages must also be made available and readily accessible to guests for the duration of the event at the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- Alcohol may not be used as a prize for any contest, nor may there be games which emphasize drinking alcohol, i.e. drinking contests.
- The possession or use of beer kegs is not permitted in the residence halls. This includes cardboard kegs and beer balls.
- Except for College-sponsored events and College-approved private parties, the consumption of any alcoholic beverage is not permitted in outdoor or other areas open to the "public view" on the Campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).
- The consumption of alcoholic beverages is not permitted in athletic facilities or classroom buildings unless a license has been secured for an event in one of these facilities.

Individual Consumption and Responsibility: Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:

- Residence Hall student rooms
- At registered private events
- In the Bistro
- At College events where alcohol is served or made available

An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are The Wailes Student Center, the Bistro, Prothro Commons, outdoor Dells, the Boathouse, and other areas as approved by the Director of Co-Curricular Programs. Private Events are events at the Boathouse, Wailes Student Center, E.B. Room, or other College locations that have been scheduled by the Director of College Events in Public Relations.

Regulations Governing Open Events/College-Controlled Public Spaces:

- Any approved student organization (e.g. SAB, SPC, a class, club, etc.) or the Division of Co-Curricular Life or other college office may sponsor open events in College controlled public spaces.
- A “green sheet” for open events must be obtained from the Director of College Events in Public Relations 14 working days prior to the scheduled event.
- If alcohol is to be served or made available, it must be served and consumed in a designated area. If the event is located at Prothro, the Wailes Student Center, the dell, the Bistro, the Boathouse or the E.B. Room, decisions regarding distribution and consumption of alcohol will be made on an event-by-event basis by the Director of Co-Curricular Programs or the Director of Residence Life.

Regulations Governing Private Events/Social Events:

The following is a list of **residence hall public areas which can be utilized by SBC students 24 hours per day/7 days per week for impromptu gatherings without alcohol**. These areas may also be utilized by students and their male guests during visitation hours. At all times students must respect the rights of other students and the residents of a particular residence hall.

- Manson - Kitchen/Lounge - 1st Floor
- Carson - Kitchen/Lounge - Mezzanine
- Randolph - Kitchen/Lounge - Ground Floor
- Grammer - Kitchen/Lounge - Ground Floor
- Reid - “Sports” Lounge (Macke Room) - Ground Floor
- Dew - Kitchen/Lounge (E.B. Room) - Ground Floor
- Meta Glass - Kitchen/Lounge - Ground Floor (Coffee House)
- House One - Kitchen/Lounge

The following is a list of **public areas which can be utilized by SBC students for scheduled events without alcohol.**

Boathouse

Wailes Student Center (upstairs):

Lounge

Boxwood Room

Entire upstairs

E.B. Room - Dew (ground floor)

Any approved student organization, college office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in college-controlled public spaces (i.e. Boathouse, Wailes Student Center, or the E.B. Room). Written approval for private gatherings/social events must be obtained from the Director of Co-Curricular Programs (for Wailes Center or Boathouse) or Director of Residence Life (for E.B. Room) one week prior to the scheduled event.

The following is a list of **public areas which can be utilized by SBC students for scheduled events with alcohol.**

Boathouse

Wailes Student Center (upstairs):

Lounge

Boxwood Room

Entire upstairs

E.B. Room - Dew (ground floor)

Any approved student organization, college office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in college-controlled public spaces (i.e. Boathouse, Wailes Student Center, or the E.B. Room). All private gatherings/social events must be scheduled through the Director of College Events in Public Relations one week prior to the scheduled event. When alcohol is to be served or made available, the events' sponsors must obtain permission from the Director of Co-Curricular Programs, at least one week in advance, and agree to a system to control access to the event and for verifying a lawful process for the service and consumption of alcohol (e.g. picture IDs at door, use of stamp or bracelet, a viable way of designating those of legal age to drink). Alcohol consumption in designated areas should not occur unless a Private Event Reservation Agreement Form has been filed. The size, nature, and location of the event will determine if a staff member (i.e. Co-Curricular Life or Campus Police) should be present. All events will be "spot checked" by professional staff. The consumption of any alcoholic beverage is not permitted in residence hall common areas, i.e. corridors, stairwells, and lounges. These regulations are subject to an on-going review.

DRUG POLICY

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101-226) require applicants for federally funded grants and contracts or student loans to implement a “program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Sweet Briar College fully intends to be in compliance with this law. Therefore, this notice sets forth the College policy regarding student drug and alcohol use and the unlawful possession of controlled substances. College policy is as follows:

- Students are expected and required to reside in our community at all times in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, and other controlled substances on College premises, at College activities, or while representing the College off college premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in a counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for violations shall fall within the provisions of Article VII of the Constitution of the Student Government Association. The conduct prohibited by this policy also is prohibited by federal, state, and local laws. Criminal and/or administrative penalties include suspension or loss of driver’s license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney’s office, Commonwealth Attorney’s office, or law enforcement officials.
- The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre, peri, and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.
 - Immediate health care can be offered through the College Health Center (381-6140). If the situation warrants, a referral can be made for long-term care at an in or out-patient facility.
 - The Counseling Center offers free and confidential counseling and referrals for students in dealing with substance abuse problems.

-Students who are placed under observation, hospitalized and/or need medical assistance due to substance use/abuse will be referred to a counselor for an assessment.

-Students convicted of any criminal or administrative drug or alcohol offense shall report same to the Director of Residence Life & Housing within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.

- Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College.

- The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced.

- Federal, state and local law enforcement officials, including campus police, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.

- Due to the seriousness of the issue, this Policy is subject to change at any time, as the Administration may deem necessary for the protection of person or property.

HAZING POLICY

Hazing is prohibited by the Code of Virginia, Section 18.2-56 (effective July 1, 1987). In addition, Sweet Briar College prohibits activities which subject other persons or groups to mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to assault and battery, subjecting another person to public embarrassment, requiring someone to purchase or consume alcohol under the legal age limit, mental harassment, abuse, threat, or verbal intimidation.

QUIET HOURS/ COURTESY HOURS

At all times courtesy hours are in effect and any time students are in a residence area they must respect the rights and privacy of other students. Quiet hours are times when students are expected to keep sound and activity within the confines of their rooms.

Volume control on items such as radios, stereos, TV's must be kept at a reasonable level. Excessive noise cannot be permitted. Common courtesy and reasonable discretion are required. During Final Exams, quiet hours are in effect 24 hours per day in all Residence Areas. Quiet hours/ courtesy hours are established in order to provide students with the opportunity for uninterrupted sleep and study. Residents in each residence hall will be given the opportunity to vote to establish quiet hours in their residence area. Residents may revote at any time thereafter should the hours need to be altered. All residents of a particular unit will be expected to uphold and enforce any majority-voted quiet hours.

Failure to follow these guidelines will result in disciplinary referral. Violation of Quiet Hours may be considered a community disturbance. Students involved in community disturbances may have their residency revoked or reassigned.

SMOKING POLICY

Smoking is not permitted in any College residence facility other than in a student's own room when the door is closed. Smoking is prohibited in any public area in the Residence Areas including elevators, bathrooms, lobby, hallways, etc. Residents in a particular hall may vote (by simple majority) for a certain area in their residence hall to be designated a smoking area. Residents are expected to post informational signs indicating whether a lounge space is designated for smoking or non smoking.

Residents are expected to use caution when lighting, smoking and extinguishing cigarettes or other smoking materials. Students are liable for any injury to others and/or damage to property resulting from negligence.

Secondary smoke has been determined harmful to health, therefore smoking is prohibited in public areas of all academic and administrative buildings, including laboratories, classrooms, seminar rooms, lounges and adjacent hallways and stairwells. Smoking is also prohibited in the gymnasium, Pannell Center, library and the Babcock Fine Arts Center. Smoking is permitted in the offices of members of the faculty and staff while such members are present.

SOLICITATION

To protect the privacy of residents, solicitation, fundraising, sales, business enterprising, etc. is prohibited without prior authorization of the Office of Residence Life & Housing.

TRASH POLICY

Residents must clean their rooms regularly, remove waste material, and maintain reasonable sanitation and safety standards. Students may not place personal trash in lounges, hallways, stairwells, closets, bathrooms or kitchens; residents must dispose of personal trash in the proper receptacles. Nothing may be thrown from windows. Any trash belonging to a resident that is not disposed of in the correct receptacles, will be in violation of the policy. If the responsible individual(s) is not identified, cleaning fees will be pro-rated to the community.

VISITATION/ GUEST POLICY

While visitation within the residence areas is a privilege and is encouraged, reasonable discretion and good judgment must be used. Care needs to be taken so as not to conflict with the rights and privacy of other

students who are entitled to the use of the residence area facilities in a manner consistent with the design of the facility. Each resident is allowed a maximum of two non-student guests per resident present in the room.

Female visitors may be a guest in the residence areas at any time with the agreement of roommates. For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life. Male visitors may be the guest of a Sweet Briar student in her residence hall room with the agreement of roommates and in accordance with the following regulations:

For Upperclasswomen

Option A: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday noon-midnight.

Option B: male visitation Monday-Thursday, noon-1 am; Friday noon-Monday 1 am.

Option C: male visitation permitted at any time with the agreement of the roommate(s). For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life & Housing.

For first-year students

Option 1: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday noon-midnight.

Option 2: male visitation Monday-Thursday, noon-midnight; Friday, noon-3 am; Saturday, 10 am-3 am; Sunday, 10 am-midnight.

Option 3: male visitation Monday-Thursday, noon-1 am; Friday noon-Monday 1 am.

During its hours of operation, check-point will require all visitors to record their name and car upon entrance to the campus.

It is the responsibility of each student to abide by, know and support these hours. It is a student's responsibility to accompany her male guest at all times when he is in the residence hall or entering/leaving the hall. Students must provide their roommate(s) with 24 hour advance notice when having/expecting an overnight guest, and receive the roommate(s) full consent. Should this consent not be available, the student should utilize other alternatives, i.e. Guest Housing. Male guests are required to remain in the room of their host from 3:00 am-9:00 am when staying overnight unless in case of an emergency and only then when escorted by their host. Male guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities. Once defined these policies must be posted. Failure to cooperate with the policy in any manner may result in restriction of visitation privileges and/or further disciplinary action.

The host resident is responsible for her guests' conduct at all times. All guests are expected to abide by all College policies and guidelines, as well as state, local and federal laws. The host resident can be held responsible for any violation committed by her guest as if the student committed the violation personally. The host resident will be held responsible for damage to College facilities/property due to damage committed by herself and/or her guest. Any guest's failure to assume responsibility for his actions may be subject to administrative consequences by the College and/or prosecution in a court of law. Inappropriate actions on the part of a guest and/or failure to comply with this policy will result in the guest being asked to leave the campus.

Male Family Visitor: A student may take a male relative to her room any day from 6:00 am to closing, but she is expected to prepare other residents on the hall, and she must accompany her guest while he is in the residence hall.

Restricting Visitation: Every residence hall has the right to close the hall to males on any particular night. A one-third vote during exams and a one-half vote at other times, taken by secret ballot, of those present and voting at a hall meeting at which there is a quorum of two-thirds, is required to close the residence hall for one night or succession of nights.

Overnight away from room: In a close-knit community, such as Sweet Briar, community members grow to know and care for one another. It is easy to become concerned when a community member is unable to be located. For this reason if a resident is staying overnight in any place other than her own room, she is encouraged to leave information, with a friend, roommate or RA, concerning her whereabouts or the name of a contact person who would know her location.

Review of Policy: The provisions stated above are subject to a mandatory review annually by College Council (or similar community forum) no later than its April meeting.

Section 4 College Services

SWEET BRIAR COLLEGE HEALTH AND COUNSELING SERVICES

The Harley Student Health Center is dedicated to assisting each student in assuming responsibility for her own health and well-being.

The professional staff includes a full time Director-OB/GYN Nurse Practitioner, a full time R.N., two part time physicians and a full time medical secretary. A professional staff member is always available during normal working hours. Medical emergencies occurring outside normal hours are handled by the Residence Life Staff and Campus Police. The Amherst County Rescue Squad may be called in emergencies, and provides immediate transportation to the Emergency Room of Lynchburg General Hospital. Consultants in all medical specialties are available in Lynchburg, 14 miles from the College.

Medical Services are provided by the professional staff during normal working hours. Physician's hours are posted.

Full gynecologic services are available by appointment.

Laboratory studies and medications are charged to the student.

The physician or nurse practitioner will prescribe medications needed by a student. The prescriptions will be delivered daily at a specified time to the Information Center by a local pharmacy and charges will be made by the pharmacy. Only the person for whom the drug is prescribed will be permitted to pick up the medicine. Written prescriptions are also available.

The nurse practitioner shares with the department of Physical Education responsibility for the College's program of health education. There is an accredited course in health education open to all four classes under the department of Physical Education. In addition, the Health Center, Department of Physical Education and Office of Co-Curricular Life jointly undertake to provide information on the problems affecting the physical and mental health of the community. Informational materials in the form of books and pamphlets on sex, drugs, and other matters of health are available in the Health Center, the Library and the Office of Co-Curricular Life.

Since the Health Service has the responsibility for the medical care of the students, it is urged that all referrals to consulting specialists be arranged through the Health Center. The Health Service assumes no responsibility when students choose to consult outside physicians independently of the Health Center.

Certified Adult Nurse Practitioner, NP, is on call after hours to assist with emergencies and conditions that can not wait until the next day.

In cases of extreme emergencies, the nurse on duty may leave the Health Center and go to the site of the emergency on campus to administer first aid and make an evaluation. A member of the college staff will cover the Health Center during that time.

The SBC Health and Counseling Service sponsors Peer Health Educators and Advocates. SBC students are chosen to participate in an extensive training program and deliver programs to their peers. Programs are designed to facilitate healthy decision making.

All interactions between the Health Service and Counseling Service personnel and students are **STRICTLY CONFIDENTIAL** in accordance with medical ethics and Virginia law. The only exceptions would be if the student gives her **WRITTEN CONSENT** for release of medical records, or in a life-threatening emergency situation.

The Counseling Center, located on the 3rd floor of the Harley Student Health Center, offers assistance to students with personal, family, social, and educational concerns. This assistance is available to all Sweet Briar College students free of charge. Appointments are made by calling the Health Center. A separate waiting room is provided for privacy. All appointments are strictly confidential

RELIGIOUS LIFE AND SERVICES

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to education.

From its beginning Sweet Briar College has emphasized cooperation among people of faith. The varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The Sweet Briar Memorial Chapel provides an invitation to worship to all who enter. Completed in 1966, the Chapel was dedicated on April 23, 1967. Its copper-roofed spire rises 125 feet above the surrounding landscape and stands as a focal point of the residential quadrangle at the east end of the campus.

Among the opportunities for public worship in the Chapel are:

Morning Prayer—Monday, Tuesday, Thursday, Friday

Holy Communion—Wednesday

Roman Catholic Mass –Monday evening

College Vespers–Sunday evening

The Chaplain presides at the Vesper Service and during the year members of the community are invited to participate. A representative group of students, faculty, and staff work with the Chaplain to support religious life on the campus and to plan service projects and programs that encourage religious and moral reflection. The College Chaplain is available for pastoral work with individuals and groups.

The College Chaplain's office is located on the first floor of Gray.

CAMPUS POLICE

Sweet Briar College has 24 hours a day police protection provided 365 days a year by the Department of Campus Police. In addition, the Department includes Operators, who maintain a 24 hours a day, 365 days a year Information Center, which provides a switchboard for campus communications, coordinates by radio and telephone with the Police Officers on duty and monitors all building alarms, among other duties. Each Police Officer in this department is a sworn "Special Policeman" under Section 15.1-144 of the Code of Virginia, and has arrest power on campus and the adjacent areas within Amherst County. In addition, each Police Officer is a uniformed officer, who has the authority to execute search warrants and seize evidence and contraband, such as illegal drugs and weapons. Any person who needs the assistance of a Campus Police Officer and any person who wishes to make a report to the Campus Police should dial 381-6144. The Campus Police Officers on duty make periodic patrols of the campus on foot and by marked police vehicle, and are in constant radio contact with the Information Center. The Campus Police Office is located in the Wailes Student Center. The Assistant to the Chief issues vehicle parking permits, I.D. cards; bicycle decals and visitors' parking hang tags. This office also processes all violation notices and appeals of violations. It provides photos for Junior Year in France and other international exchange programs, but does not provide passport photos.

A. PERSONAL SAFETY GUIDANCE FOR ALL STUDENTS:

1. Be certain residence hall doors are closed and locked when entering and leaving after closing hours. Do not prop doors open at any time of the day and do not leave rooms unlocked at any time.
2. **Do NOT** walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in any semi-lit place. Stay on walks and established paths and avoid walking near shrubbery.

-
3. Avoid driving at night alone.
 4. Check around, under and in your automobile when approaching it to make sure no one is concealed near it. Make sure you keep the doors locked once you are inside your car, and as soon as you exit your car to leave it for any period of time.
 5. Do not hitchhike or pick up hitchhikers, even if you recognize someone in the car or alongside the road.
 6. Always accompany your guest, so that unidentified persons will be wandering around the campus.
 7. Report all strangers or suspicious activities to a Campus Police Officer or the Information Center by telephone or in person immediately.
 8. Report in a timely manner to the Resident Assistant, Resident Coordinator, Campus Police or Information Center any personal concern for the safety or well-being of an absent friend or roommate or anyone who is sick or injured on campus.

9. **LOCK THE DOOR TO YOUR ROOM.**

B. Campus Limits

Campus limits are defined as: the College entrance gate on Route 29, the College boundary on Elijah Road, the lake, the road to the Monument above the dairy as far as the Monument, the Riding Center, and the Outing Cabin via direct route.

C. Lost and Found

Lost and found service is under the supervision of the Campus Police. Lost articles should be reported to the Campus Police or your Resident Assistant within 24 hours of the discovery of loss. Lost articles, which are not claimed before the end of the school year will be disposed of by Sweet Briar College. There are a number of "temporary" lost and found depositories on campus in the Riding Center, the Library, the Gym, and Prothro Commons. Check with employees in the building where you last possessed the lost article before you contact the Campus Police Office, which maintains a permanent lost and found depository. As a last resort file a formal report of theft or loss with the Campus Police.

VEHICLES

Students and guests bring vehicles to Sweet Briar College at their own personal risk. Sweet Briar College cannot be responsible for lost, stolen or damaged vehicles brought to campus or left here.

A. Bicycles

I. Regulations

- a. All bicycles must be registered with the Campus Police within one week of arrival on campus. Free bicycle stickers are available from the Campus Police Officer on duty or at the Campus Police Office (between 7 a.m. and 3:30 p.m., Monday through Friday). Cards

(3x5) are kept on file in the Campus Police Office to assist in return of lost bicycles.

b. All bicycles must be equipped with red reflectors or red reflecting tape.

c. Any bicycle operated at night must be equipped with a headlight.

d. Parking

i. At no time should a bicycle be parked on any part of the campus roads or walkways, nor on the arcades, nor in the public areas of the residence halls.

ii. Students will be expected to park their bicycles in racks provided for that purpose by the College at all times when not in use or in summer storage.

2. Each student with a bicycle should keep it locked in the rack provided when not in use or in summer storage and should tag it with the owner's name, address and telephone number.

3. Storage

a. It is the responsibility of the student to store her bicycle according to regulations that will be posted at the closing of school.

b. Bicycles not claimed within one year after the student owner has graduated or withdrawn from the College will be sold or otherwise disposed of by Sweet Briar College.

B. Automobiles

1. Any student may keep a vehicle on campus or in the Amherst-Lynchburg area.

2. Students with vehicles on the campus of Sweet Briar College should understand that storing, parking and operation of a vehicle on the campus is a privilege, not a right. That privilege may be revoked at any time. Student vehicles are subject to the following regulations:

a. Registration of the vehicle with the Campus Police within 24 hours of arrival of the vehicle on campus. Vehicles in violation will be subject to ticketing and/or towing. The following information is required for registration: Name of student operator, year of class (e.g. 1999), state of registration (e.g. VA), vehicle license number (e.g. SBC-1999), make (e.g. Ford), model (e.g. Mustang) and year (e.g. 1996) of the vehicle, color and number of doors (e.g. 2 or 4) of the vehicle, Social Security number and signature of the student operator.

b. Payment of a \$30 vehicle registration (parking) fee for the school year. There is a fee of \$5 for registration for a period of more than 24 hours but less than 30 days. Checks for these fees should be made payable to Sweet Briar College.

c. Display of a parking permit on the rearview mirror.

Failure to display the parking permit within 24 hours of the vehicle's arrival on campus may result in a \$10 fine.

3. Parking Regulations

All students must park in their assigned student parking areas at all times while their vehicles remain on campus. Due to the limited nature of parking on campus, it is necessary that you abide by this regulation.

PARKING REGULATIONS APPLY ON READING DAYS AND ON EXAM WEEKS

The following offenses are subject to fines and towing on the first and subsequent offenses:

NO PARKING:

No parking on walkways, fire lanes, or lawn areas. No student parking behind the Health Center.

No student parking is allowed at any time in the Manson/Admissions Office parking lot. No parking in the Quad without special prior permission from the Chief of Campus Police.

No parking in spaces reserved for Resident Coordinators.

No parking in spaces reserved for the handicapped unless the vehicle displays a handicapped license tag or the driver has permission from Campus Police.

No parking on streets and other hard surface areas, which are not designated as parking areas.

No parking, except for food service employees, behind the brick wall at Meta Glass.

No parking at the Wailes Student Center or Laundromat, unless using the facilities.

****Fire lanes will be strictly enforced with fines and towing on first and subsequent offenses****

FACULTY AND STAFF PARKING AREAS AND FLETCHER PARKING LOT:

Students may not park in these areas, except from 6 p.m. to 8 a.m. Monday-Thursday and 6 p.m. Friday to 8 a.m. Monday.

20 MINUTE PARKING AREAS:

Must be observed by all vehicle operators, 24 hours a day, 7 days a week.

BABCOCK/GUION/GYM:

No parking along the street adjacent to Guion and facing Babcock and the Gym.

ASSIGNED PARKING LOTS:

Students will be assigned to a specific parking lot upon registration and each parking permit will specify the lot assigned. Lot assignment is based on residence hall assignment. All freshmen will be designated to park in Elijah parking lot, regardless of residence hall assign-

ment. Lot assignment regulations will be enforced. Day students are assigned parking in front of the gym. If no space is available at the gym, then Day students may park in the Guion lot.

4. Enforcement of moving and parking vehicle regulations:

a. Fines

1st-4th parking tickets per school year= \$10

5th-10th parking tickets per school year= \$50

Reckless Driving= \$25 fine and possible suspension of driving privileges.

b. Towing

i. When it becomes necessary to tow a vehicle, the person to whom the car is registered on campus will be charged the towing fee, whether the towing is actually completed (once the towing company is called). If your vehicle has been towed, check with the Campus Police to determine the location of your vehicle and the fee to be paid to retrieve it.

ii. THE COLLEGE WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM TOWING OF VEHICLES.

5. Application of Regulations:

a. The operator of a motor vehicle on the Sweet Briar College campus is responsible for any moving violations by the vehicle being operated.

b. The person to whom the vehicle is registered on campus will be responsible for all parking violations by a registered vehicle, regardless of who parked the vehicle.

c. The person operating an unregistered vehicle (whether student, faculty, staff member, or guest) will be responsible for all parking violations for such vehicle.

d. Student Guests: Students are responsible for informing their guests where they are allowed to park. College parking regulations will apply to guest's vehicles. Guests may park in the lot assigned to their student sponsor/hostess; the Laundromat lot, other than in College car pool spaces; Faculty and Staff areas from 6 p.m. to 8 a.m. Monday-Thursday and 6 p.m. Friday to 8 p.m. Monday; and in 20 minute parking spaces for the allotted 20 minutes.

6. Procedure for Fines and Appeals:

a. Fines: All fines are to be paid at the Cashier's window, located in the Chapel basement, within ten days of the offense. Fines will be placed in your Accounts Receivable bill (Bistro bill), unless other arrangements are made.

b. Appeals: The following are generally not considered acceptable arguments when appealing traffic citations: inability to pay for fines assessed, using flashers in illegal area. All persons receiving a violation notice have a right to appeal within five (5) days of the violation. You may obtain an appeal form at the Campus Police

Office or the Information Center, both of which are located in the Wailes Student Center above the Post Office. Complete the appeal form; attach it to your original violation notice (from your windshield); and return both the violation notice and the appeal form to the Campus Police Office within five days of the violation. If the Campus Police Office is not open, leave your appeal with the Operator at the Information Center. You will be notified by memo of the decision on your appeal, or you may call or come by the Campus Police Office between the hours of 7 a.m. and 3:30 p.m., Monday through Friday, to check on the status of your appeal.

7. Procedure for Vehicle Accidents:

- a. Any vehicle accident on campus must be reported immediately to the Campus Police.
- b. For vehicle accidents, which involve personal injuries, call the Campus Police via 381-6111 (emergency line). If there is no answer, call 381-6144 (Campus Police Office) or 381-6100 (from any 6xxx extension) to contact the Information Center Operator.
- c. For vehicle accidents, which do not involve personal injuries, call the Campus Police Office at 381-6144 or call the Information Center Operator at 381-6100 (or dial 0 from any 6xxx extension).

FOOD SERVICES

The Staff of the Food Service Department has served the College for many years and takes pride and pleasure in its contribution to the quality of campus life. Our statement of purpose is: ... *to consistently provide exceptional quality and wholesome food and beverages to students and their guests, in facilities that meet the highest standards of sanitation, served by a staff that is pleasant and cooperative, and to operate within the financial limits established by the College.*

A. Prothro Commons

This is the campus dining facility, one of the loveliest dining rooms on any college campus. Students, faculty, staff and guests gather daily in this congenial atmosphere. To assist us in maintaining a consistent and quality food service program, we ask for the cooperation and support of all students in abiding by the following policies:

1. Use of Dining Hall

The Dining Hall is open for meals during listed hours, and is not available between meals, or after hours when the college is closed, unless a request for a special event has been approved through the Director's office.

-
2. Programs
In an effort to keep the atmosphere during meals congenial and compatible with pleasant dining, we restrict activities during meals to general announcements and student sponsored events that have been approved by the Director.
 3. Visitors
Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the hostess desk in the lobby.
 4. Alcoholic Beverages
In compliance with Virginia A.B.C. Regulations, no alcoholic beverages are permitted in the dining hall.
 5. Attire
Students are expected to dress appropriately for meals, in consideration of other students and guests. Shoes must be worn. Sleepwear and bathing attire are not acceptable.
 6. Off-Premises Meals
Food Service does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for very special occasions, and Health Center meals.
 7. Bag Lunches
Bag lunches are provided for field trips, student teaching and athletic activities off campus. They must be requested by the faculty or staff member in charge, at least 48 hours prior to the event. Arrangements can be made with the Dining Hall Manager.
 8. Health Center Meals
The dining hall sends meals to the Health Center only at their request. Meals are sent only for the attending Health Service Nurse and for students who are residing in the Health Center.
 9. Take-out Food & Snacks
The Food Service program is designed only for meals consumed in the dining hall. We expect students to miss some meals and budget accordingly and therefore cannot allow food and beverages to be taken out for "snacks".
 10. Removal of Equipment & Supplies
The china, glassware, silver and table appointments are purchased for use in the dining hall only. Replacement of these items is costly and is an inconvenience to other students when the supplies run out. Removing these items can be considered stealing and therefore is considered an honor offense.

B. The Bistro

Located on the ground floor of the Wailes Student Center, the Bistro offers a relaxing atmosphere for the Sweet Briar Community. The Bistro is a student restaurant offering light fare, beverages, groceries, and entertainment.

C. College Catering Services

The Food Service Department offers a catering service to all students, faculty and staff. Catering provides service, food and beverages for many college events that take place in nonfood service facilities. The Catering Manager can assist in the planning, cost estimates and coordination of services. The College does not allow "off-campus" food companies or caterers to provide service on campus.

D. Employment

The Catering Department employs many Sweet Briar students in its service. Students interested in this on-campus employment opportunity may contact the Catering Manager.

CAMPUS SERVICES

A. Book Shop

The Book Shop is located on campus (see map) and provides a readily accessible source for gifts, clothes, Sweet Briar insignia merchandise, Apple Macintosh computers, trade books, supplies and textbooks. Visit the Boxwood Café, which serves coffee, espresso, cappuccino—come for coffee, stay for conversation! All purchases, including textbooks, school and art supplies, may be charged to your SBC account. Statements will be rendered monthly, and are due within 30 days.

B. Post Office

The U.S. Post Office is located on the ground floor of the Wailes Student Center. The purchase of stamps and all other postal services are available here; two forms of I.D. are required for purchases paid by check. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term or may be paid in advance. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked to please use the students' box number to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the residence hall in the students' addresses.

C. Laundry & Dry Cleaning

A modern coin-operated laundry facility is available on campus for student use. Those students who desire a weekly linen service consisting of 2 sheets, 1 pillowcase, 3 bath towels, 2 hand towels, and 2 wash clothes or dry cleaning may obtain this service from a college approved contractor.

D. Information Center

The Information Center, located in the Wailes Student Center, has an Operator on duty 24 hours a day, 365 days a year to provide emergency assistance and routine information to students, staff and visitors as needed. The Information Center maintains a continuous radio link with the Campus Police Officers on duty, in addition to monitoring all alarms and processing incoming and outgoing telephone calls. For more information, see under "Campus Police."

E. Intra-Campus Mail System

Located in the Information Center, the mailing system is for the use of all members of the Sweet Briar community (student, faculty, administration) and offers an alternative to the U.S. Post Office. Each student is assigned an open box at the beginning of the academic year. The faculty and administration are provided with a large, locked collection box adjacent to the student boxes, where students may leave mail to be delivered to faculty and staff by the campus mail delivery employees. It is the responsibility of the originator of a particular piece of mail to see that it is delivered to the appropriate box(es). All intra-campus mailing procedures come under the jurisdiction of the Office of Co-Curricular Life.

RECREATIONAL AND CAMPUS FACILITIES

Two facilities on campus available for student use during the academic year include the Boathouse and the Wailes Student Center. In general, a student wishing to reserve one of these facilities for a private party or event must have proper approval from the Director of College Events. The College limits the number of weeknight parties involving non-Sweet Briar students to four on two designated nights (Sunday through Thursday), to be held at the Wailes Student Center and the Boathouse. Please consult the sections below for the special reservation procedures for each facility.

A. Wailes Student Center

The Cornelia and Edward Thompson Wailes Student Center serves as location for student entertainment, programming, social events, and a center for community lectures and organizational meetings. The Bistro, located on the ground floor, provides full fountain service as well as sandwiches, hot dogs, pizza, and beer.

The Social Activities Board is one of the major programming organizations of Sweet Briar College. Their goal is to offer the entire student body unlimited entertainment opportunities within the Wailes Student Center.

Members are dedicated to presenting a wide variety of activities: dances, movies, parties, comedy, to name a few.

The Wailes Student Center may be used for events sponsored by campus clubs and organizations. Students can reserve this facility through the Director of College Events. Requests should be made at least one week prior to the scheduled event.

B. Boathouse

When College is in session, students are given priority in the use of the Boathouse and can reserve this facility through the Director of College Events. Requests should be made at least one week prior to the scheduled event. A valid reservation includes the following:

1. A Reservation Agreement, which must be signed by the individual(s) responsible for the event.
2. A \$25 deposit. This amount will be returned if clean-up is adequate and no damage is sustained.
3. A \$50 rental fee, if the event is cosponsored by a fraternity or other non-Sweet Briar group
4. The person(s) reserving the Boathouse is responsible for the care of the building and property, and for the conduct and safety of all guests. She/they should remain at the party and be the last to leave.

Rules governing the use of the Boathouse include:

1. Doors are to be unlocked on both sides of the building.
2. The recommended outside limits are 75-100 people.
3. Care of furniture and property is expected.
4. The roadway to the Boathouse is to be an open thoroughfare.
5. The lower level is not to be used as a party area.
6. The Virginia State law and College regulations regarding the consumption of alcoholic beverages must be observed.

C. Swimming and Canoeing

1. Lake and swimming regulations:
 - a. All students who wish to utilize the lake must be able to swim. The College does not assume responsibility for students swimming in the lake since there is no lifeguard protection. Swimming in the lake is prohibited after dark.
 - b. Swimming in the pool is permitted only during swim classes or designated recreational swimming hours when a lifeguard is present.
 - c. Use of the pool during designated recreational swimming hours is restricted to members of the Sweet Briar community and their guests, who must be accompanied at all times.
 - d. The Director of Aquatics appoints each year a corps of students who are currently certified lifeguards. These students will be responsible for lifeguarding and enforcing safety regulations of the pool.

2. Canoeing

- a. Canoes may be used by students who can swim and have passed the canoeing test. Guests may not use canoes unless approved by the Director of Outdoor Programs. Canoeing is not permitted after dark.
- b. Procedure for the use of canoes:
 - i. Sign out the canoe house key at the Information Center.
 - ii. Lock the Canoe House while using the canoe
 - iii. Passengers must meet the swimming requirement.
 - iv. A personal flotation device must be worn by each person in the canoe.
 - v. Store equipment after use.
 - vi. Return key to the Information Center.

D. The Outing Cabin

The Outing Cabin is reserved for those students who enjoy outing activities. Any student wishing to use the cabin for day trips or overnight shall be accompanied by a Cabin Leader who is responsible for the welfare of the group and the care of the cabin. The use of the cabin is administered by the Director of Outdoor Programs, located in the Chapel basement. To become a Cabin Leader, you must complete an orientation which will be offered several times each year by the Director of Outdoor Programs.

E. Guest Housing

1. Registration for Guest Housing takes place at the Information Center by the guest in the company of the student who will be responsible for her guest. Reservations may be made at the Information Center. The housing of a large group or a stay of a guest beyond 4 nights must be approved by the Director of Residence Life.
2. Accessories received:
 - a. The guest will receive from the Information Center one towel, two sheets, a blanket, and a pillow case for a specific bed assignment (number on nightstand by bed). If for some reason the linens are missing or not returned to the Information Center at the conclusion of the visit, the deposit is forfeited.
 - b. The guest will also receive a key to Guest Housing outside door entrance and room door. At the conclusion of the visit these keys are to be returned to the Information Center.
3. The charge for use of Guest Housing is \$5 per night. A deposit of \$5 is also required for the key, pillow, blanket, linen, and towel. This is returned upon the conclusion of the visit when these items are turned in at the Information Center. Renewal nights are to be paid at the Information Center at the time of registration, or daily if length of stay is uncertain. Should a guest wish to cancel his reservation he must do so by 10 a.m. (the check-out hour) before the night he will not use the reservation, or else no refund will be made.

4. Regulations:

- a. Visitation hours for women: those in effect for Visitation Option 2 in the residence halls will prevail in Guest Housing.
- b. No smoking in guest housing. Smoking is permitted in the vestibule only.
- c. **IN CASE OF FIRE, PLEASE EVACUATE AND CONTACT THE EMERGENCY LINE:381-6100.**
- d. When the housekeeper arrives to clean, all guests and hostesses are asked to leave the building until the cleaning is completed.
- e. Each student hostess and her guest will be responsible for damage to college property.
- f. Vehicles may not stop or park at any time outside Guest Housing. Guests' vehicles must display a free visitor hang tag, which may be obtained from the Campus Police Office between the hours of 7 a.m. to 3:30 p.m., Monday through Friday, or from the duty Campus Police Officer or the Information Center Operator at other times. Guests' vehicles must be parked in the Meta Glass parking lot.
- g. Any group of male guests (more than 2) must receive permission from the Office of Residence Life and Housing.
- h. If a guest is not in satisfactory condition to drive home (intoxication, other) he will be allowed to stay at no cost with the approval of Campus Police or a Co-Curricular Life Staff member.

COMMUNICATIONS AND TRANSPORTATION

A. SBC*Telecom Services

SBC*Telecom provides the operations support for college's telecommunications systems. This includes installation and maintenance support of the data communications network.

Telephone service is provided in each residence dorm room. It is necessary to obtain an authorization code in order to place long distance calls at a discounted rate. Once an **SBC*Telecom** Account Contract has been signed, the authorization code can be used in any dorm room as well as any Public Phone on campus. **SBC*Telecom** Account Cards are subject to the following conditions:

1. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.
2. The cost for long -distance calls will be comparable to or less than the basic AT&T direct-dial rate.
3. Payments for services are due upon receipt of bill. Delinquent accounts are subject to the College policies as stated in the Student Handbook.
4. Fraudulent use of a Telecom Account Card will result in one written notice to the students assigned to the extension originating the fraudu-

lent call. This notice will include the cost of the call plus a fine of \$15 per call. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student's records, or charges may be brought through the College Judicial System as described in the Student Handbook.

5. Students are prohibited from accepting collect calls in residence hall rooms, any public phone, or billing calls to a dorm room or any number at Sweet Briar College. Any room accepting a collect call will be billed \$10 plus the cost of the call. Any call billed to a resident hall room number will be billed \$10 plus the cost of the call. The Telecommunications Department assumes no responsibility for determining which student actually accepted the call or billed the call to the dorm room number.
6. All regular payments should be made using the pre-addressed envelope provided. All other payments (partial payments, etc.) must be made in accordance with the terms specified in the Telecom contract. Irregular payments received by mail may not be credited on time and may result in a service charge.

Cable Television

Per **SBC*Telecom**: "It is a federal offense to receive a cable television signal for which you are not properly authorized by the owner of such cable. It is also an offense to allow another party to gain access to the cable TV signal from your outlet. **SBC*Telecom** contracts with an individual person for cable outlet(s) located in the room indicated on the Account Contract. Any unauthorized reception discovered by **SBC*Telecom** will be traced back to its source, and both outlets will be deemed in violation of federal law. Any subscriber who is suspected of unauthorized use of cable facilities will be subject to investigation through the Sweet Briar College Judicial System and may suffer permanent loss of cable TV service and a fine of up to \$250 per outlet in violation. **SBC*Telecom** reserves the right to inspect the integrity of its outlets."

Telegrams

Telegrams from Sweet Briar are sent through this territory's centralized office in Moorestown, New Jersey, over toll free line 1-800-325-6000. Telegrams may be charged to the student's private telephone or sent collect. Money sent by wire can be received at 3235 Odd Fellows Road in Lynchburg, Virginia (846-1653).

B. Shipping

When shipping trunks, baggage or packages to SBC they must be sent PREPAID and should be checked to Name, Dorm and Room #, Sweet Briar College, Sweet Briar, Virginia, c/o Central Receiving. Trunks, baggage, or packages being shipped from Sweet Briar College are usually

sent with United Parcel Service or trucking companies. Special instructions concerning procedure will be provided by the Purchasing Department. Boxes, tape, and string may be purchased at the Book Store.

C. Trains

To provide service to the Sweet Briar Community, the Amtrak stops at the Lynchburg Station. Those who wish to check on schedules, make reservations, or order tickets, with the understanding that the ticket can be picked up at Lynchburg Station between 8:30 p.m.- 5:30 a.m. (7 days/week) should call the toll free Amtrak number 1-800-872-7245 for more information or contact a local travel agent.

D. Planes

Lynchburg is served by USAir (1-800-428-4322), United Express Commuter (1-800-241-6522), and ASA (Delta Commuter-1-800-354-9822), airlines. Reservations should be made well in advance of one's desired departure and arrival times. Service is direct to and/or facilitated by flights to/from Atlanta, Baltimore, Charlotte, Dulles or Washington National airports.

E. Buses

Amherst, Sweet Briar, and Lynchburg are all serviced by Greyhound (846-6614) bus lines. Call direct for schedules and rates.

- F. The Office of Co-Curricular Life will provide limited van transportation from the Lynchburg airport to the SBC campus on the last days of Thanksgiving, Christmas, and Spring break. Specific hours of this service will be posted in the Office of the Assistant to Co-Curricular Life on the second floor of Gray two weeks before the beginning of each of these breaks. Students must sign up in this office for van services **before** they leave for break. No phone reservations will be accepted.

- G. The college allows very limited student access to college cars for transportation to co-curricular activities. Details are available from the Office of Co-Curricular Programs at 6423.

LIBRARY

A. Library Collections and Services

The Sweet Briar College Library has one of the finest collections in Virginia. It includes over 210,000 volumes and more than 1000 journal and newspaper subscriptions. Most of these materials are housed in the Mary Helen Cochran Library which consists of five floors of bookstacks, and reading or study areas. Music materials are located in the Junius P. Fishburn Library in the Babcock Fine Arts Center; the mathematics and science

materials are in the Fanny B. Fletcher Library in the Guion Science Center; and the art history and studio art materials are located in the Martin C. Shallenberger Library in the Anne Gary Pannell Center.

In addition, Sweet Briar has access to other library resources locally and throughout the country. Lynchburg Information Online Network (LION) provides access to over 500,000 items held by Sweet Briar, Randolph-Macon Woman's College and the Lynchburg College libraries. Additional databases available through LION and the Internet. These provide access to over 200 million more items.

The Library faculty offer courses and workshops each year on library use and research skills. **Library Orientation and demonstrated proficiency in Basic Library Skills are required of all entering students.** Other classes focus on advanced research techniques in various disciplines and on computer database researching. The latter are especially helpful for students working on major research projects. Studies have shown that superior library skills enables students to perform better academically.

Some of the special facilities and collections worth noting are:

1. Reference Room

Here you will find the LION catalog terminals, several CD-ROM reference databases and over 2,000 reference books as well as computers for connectiong to the Internet. Reference books are intended for looking up quick facts or for locating sources of information, so they must remain in this room for others to use. You can ask any librarian for assistance with reference materials or the catalogue.

2. Circulation Desk

This is where you check out and return library materials. Items "on Reserve" for courses and videos are shelved here and should be requested from the staff member on duty. Interlibrary loan materials and items "faxed" to you may be picked up at the Circulation Dest in the Cochran Library.

3. Book Stacks

Most of the library collection is shelved in the three lower levels of the Cochran Library. Books in "the stacks" are arranged by Library of Congress call numbers. ("Call numbers" are the letters and numbers printed on a label on the spine of the book.)

4. Journals and Newspapers

All current journals and newspapers in the Cochran Library are on the Main Level. Recent issues are on display shelves and are arranged alphabetically by title. Earlier issues of many journals and newspapers are kept in microform on the Main Level. Older volumes of a few journals are shelved on Lower Level 1. The library

staff will be happy to assist you in finding journal articles and in using the microforms equipment. **Journals and newspapers may not be checked out and should be used only in the library.** Journals and microform in the subject areas of art, music, mathematics and the sciences are kept in the appropriate branch libraries.

5. Photocopying

Photocopy machines are located adjacent to the Circulation Desk in each library facility. Desk attendants will provide assistance and collect payment. Copies are ten cents per page. The copyright law (PL 94-553) governs the making of photocopies. Under certain conditions specified in the law, a copy may be made for "private study, scholarship or research," but for no other purpose. **Students may not charge the cost of photocopies.**

B. Library Policies

1. The borrower is responsible for the prompt and safe return of all library materials checked out in her name. Any student who does not properly check out a book or return it promptly is in violation of the Honor Code.
2. The loan period for books is four weeks. To check out books, a student must present her college I.D. card. **Journals, newspapers, reference books, and books from Special Collections do not circulate.** Reserve books may circulate for three hours; many may be checked out overnight. Videotapes, videodiscs, audiocassettes, records and compact discs circulate for 3-day periods. All library materials must be returned to the Library by the last day of exams in the Spring term.
3. **Overdue fines** accumulate at the rate of ten cents a day per book up to the replacement cost of the book. The fines begin to accumulate from the first day that the book is overdue. The first overdue notice is sent approximately one week after the book was due. Students have a ten-day "grace period" during which fines will not be collected. All accumulated fines will be collected after the ten-day grace period has expired, if the item has not been returned. A second notice is sent two weeks after the first notice. When an item is five weeks overdue, it is presumed lost, and the student's name and the replacement cost of the item will be sent to the Business Office. Students can then expect to receive a bill (on the "Bistro bill") for the replacement cost of the item, plus a twenty-five dollar processing fee for each library item lost. Fines are not charged over vacations or during January Term. Fines for overdue Reserves are twenty-five cents per hour. Overnight reserves are due by 10 a.m. the following morning. Overdue fines on videos, audiocassettes and compact discs are \$1.00 per day.

All library materials should be considered college property intended for general, not private, use. Many older books are now irreplaceable and need to be handled with care. Please report any damage to library materials at the Circulation Desk.

4. Smoking is prohibited in all College Libraries.

ART GALLERIES

The College Art Galleries are located in three buildings across campus: the Pannell Center, the Babcock Fine Arts Center, and Benedict Hall. The College's permanent art collection is exhibited on a rotating basis with traveling exhibitions at Pannell Center Gallery. This year, exhibitions will include, "The Classical World: Selections from Sweet Briar College Collection," and "Medieval Manuscripts from the Walters Art Gallery and the Harry Walton Collection." The Pannell Gallery hours are Monday - Thursday, 12 noon - 9:30 p.m., and Friday - Sunday, 12 noon - 5:00 p.m.

In the Babcock Fine Arts Center, exhibitions of work by contemporary artists and by Sweet Briar students is featured to support and enhance the work of the studio art department. At Benedict Hall, in the Lobby Gallery, exhibitions are presented which relate to the humanities and the larger Sweet Briar community. Babcock and Benedict are open 9:00 a.m. to 9:00 p.m.

Section 5 College Policies

Sexual Harassment Policy

Sexual harassment will not be tolerated at Sweet Briar College from any member of the Sweet Briar community. Behavior that constitutes sexual harassment includes, but is not limited to:

unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, whenever:

1. Submission to such conduct is implicitly or explicitly a term or condition of employment or participation in an educational program; or
2. Submission or rejection is used as a basis for an academic or employment decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or participation, or of creating an intimidating, hostile, or offensive educational or work environment.

Any member of the Sweet Briar community who feels that he or she has been the subject of sexual harassment should report the incident to the following College officials:

Student complaint - Dean of Co-Curricular Life

Faculty complaint - Dean of the College

Staff complaint - Vice President for Business Affairs

The investigation and discipline of an individual alleged to have engaged in sex discrimination, in the form of sexual harassment or otherwise, will be in accordance with 1) the Faculty and Staff Handbook, 2) the Constitutional Bylaws of the Student Government Association, or 3) the Employee Benefits and Policies Manual, whichever is applicable.

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. A detailed description of the College's policy is available in any of the Administrative Offices described above.

Anti-Discrimination Policy

In accordance with federal law and the law of the Commonwealth of Virginia, discrimination in educational programs or in employment on the basis of race, religion, nationality, sex(*), age, handicap, veteran status, or sexual orientation by one member of the Sweet Briar community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis. THIS PROHIBITION AGAINST UNLAWFUL DISCRIMINATION SHALL NOT IN ANY WAY ALTER, AFFECT, OR NEGATE THE AT-WILL STATUS OF ANY EMPLOYEE.

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination should promptly report the incident to the following college officials:

Student Complaint: Dean of Co-Curricular Life

Faculty Complaint: Dean of the College

Staff Complaint: Vice President for
Finance and Administration

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of discriminatory

* Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's separate policy on that subject.

activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

Involuntary Withdrawal Policy

Sweet Briar College may require a student to withdraw from the College under certain circumstances, for the protection of the student, the college, and/or other students. The details of these circumstances, and the standards and procedures regarding involuntary withdrawal are on file in the Office of the Dean of the College.

Communicable Disease Policy

Sweet Briar College recognizes the importance of education the prevention, control and management of communicable diseases. A detailed policy related to possible infected persons is on file in the Office of the President and the Office of the Dean.

Intercollegiate Athletic Physical Examination Policy

All entering students are required to have had a recent physical examination, with a copy of the report on file at the Health Center. After the initial exam, any students participating on a varsity or club team is required to have annual "follow-up" exams, which are on file at the Health Center. This exam must be on file before any coach is permitted to allow a student athlete to practice or play with the team.

Please see the college catalog and/or Faculty Rulings for the other policies pertaining to the Athletic Department.

Policy on Confidentiality of Educational Records

In compliance with the Family Educational Rights and Privacy Act (Buckley Amendment), Sweet Briar College's policy has outlined herein establishes certain prerequisites and limitations on the release of educational records and personal identification data. The Act was designed to protect the privacy of educational records and to provide guidelines for the correction of incorrect or misleading data.

-
1. Annual Notice. The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.
 2. Public Access. Certain information is considered public, and the College may release such information in its discretion. For example, unless a student files with the Registrar's Office written notification to withhold disclosure, the College will release announcements of academic honors and awards and will verify dates of attendance, current enrollment status, classification, major field of study, and degree earned or anticipated. In addition, directory information consisting of names, addresses, and campus telephone numbers will be released for internal use and published in the College directory.
 3. Disclosure to Third Parties. Except as described in paragraph 2 and this paragraph, the College will not release personally identifiable information from educational records to third parties without the student's prior written consent. The College may disclose personally identifiable information from educational records:
 - a. to College officials, including faculty, with a legitimate interest;
 - b. to certain federal, state, and local officials;
 - c. to organizations conducting certain educational studies or accrediting functions; to parents who submit documentation that the student is claimed as a dependent for income tax purposes;
 - d. in connection with a student's application for or receipt of financial aid;
 - e. pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
 - f. in connection with a health or safety emergency necessary for the protection of the student or others; and
 - g. to organizations or individuals as authorized in writing by the student.
 4. Student Access. A student may review her academic records by requesting this in person at the Office of the Registrar. The College will comply with a student's request to inspect and review other education records under this policy within a reasonable period of time, not to exceed 45 days from receipt of request.
-

-
5. Limitations and Restrictions on Disclosure and Access. The term “education records” as defined by law and as used herein does not include
- records made and maintained by individual faculty or administrative personnel;
 - law enforcement records;
 - records that only contain information after an individual is no longer a student;
 - employment records; or
 - treatment records submitted directly to or maintained solely by the Student Health Center, except that a student may request records to be reviewed by a physician or other appropriate professionals. Student access to records that are not education records is strictly within the College’s discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student has signed a written waiver) and financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges as established by the College from time and posted in the Registrar’s Office.
6. Records of Disclosure. Except for access or disclosure under paragraphs 3(a), 3(d), 3(h), and 4 above, the College will maintain record of requests for access to and disclosure of personally identifiable information from education records.
7. Types and Locations of Education Records. The College maintains the following types of education records maintained at the locations indicated:
- | <u>Type of Record</u> | <u>Location</u> |
|-----------------------|--------------------|
| Academic Transcript | Registrar’s Office |
| Academic Folders | Dean’s Office |
8. Requests for Amendment of Records. A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student’s rights. Such a request must be directed to the Registrar of the College for academic records
-

or to the Dean of Co-Curricular Life for other educational records. Upon request, a student shall have the opportunity for a hearing to challenge the content of the education records on the grounds of information being inaccurate or misleading or in violation of the student's rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student's challenge. Students have a right to file with the U.S. Department of Education a complaint concerning non-compliance with the Act or regulations.

Statement of Compliance

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to all employees therein and to admissions thereto save where excepted under subpart C86.15 (a). In addition, Sweet Briar College adheres to a policy of nondiscrimination on the basis of race, color, national or ethnic origin with respect to its educational program and activities, employees, financial aid awards and admissions.

POLICIES GOVERNING CLASS ATTENDANCE, DROPPING & WITHDRAWING FROM COURSES, AND FINAL EXAMS

While we all recognize that Sweet Briar is a place where individuals matter - it is also an academic community with standards and expectations. Adherence to our standards, policies, and guidelines is essential to protecting both the rights of individuals and to ensuring that all students are treated fairly and equitably.

(1) College Policy on Class Attendance, “Students are Expected to Attend ALL Classes. If a student fails to attend class and her absence is unexcused, it is **HER** responsibility to make up the work missed and to obtain any new assignments WITHOUT THE ASSISTANCE OF THE PROFESSOR.

Absences from Class

Excused absences

In order for a student to be “excused” for failure to attend class, the absence must be due to:

- (1) The student was admitted to the infirmary or hospitalized
- (2) The student had another emergency or significant problem that prevented her from attending class and notified the Office of the Dean who in turn will verify whether the absence is considered excused or unexcused.

Unexcused absences

If a student chooses not to attend a class or classes, the student must assume responsibility for that choice, and should not expect faculty members to provide extensions, “make-ups”, or other forms of accommodation.

(2) College Policies Governing Tests, Exams, Papers, and Other Course Requirements.

“If a student is absent from a term examination or test for reasons other than health, she will receive an F on the exam or test unless she

presents for such absence an explanation satisfactory to the instructor and the Dean.”

While individual faculty exercise authority over course requirements, students are reminded that faculty are under **NO** obligation to provide make-up exams and/or extensions on papers and other projects unless the explanation the student provides is consistent with College policies.

ACADEMIC HONORS AND ACADEMIC HONORARY ORGANIZATIONS

ACADEMIC HONORS

Dean's List

Qualifications: Sophomores, juniors, and seniors who have achieved a term credit ratio of not less than 3.500 at the end of a Fall or Spring Term, provided they have carried at least 12 hours of graded work and received no grade below C, may be named to the Dean's List. If a student receives a grade of unsatisfactory, as in Physical Education, that grade will count as a grade below C.

First Year Honors List

Qualifications: First Year Honors are awarded at the end of the Fall Term to first year students who have achieved a credit ratio of 3.300 provided they have carried at least 12 hours of graded work and received no grade below C. If a student receives a grade of unsatisfactory or NC (no credit), as in physical education, that grade will count as a grade below C.

Emilie Watts McVea Scholar

Qualifications: This award is conferred upon the highest ranking member of each class at the beginning of each school year. In order to be eligible for a McVea Scholarship, a student must have earned at least 24 hours at SBC by the end of the first year, or at least 56 hours at SBC by the end of the sophomore year, or at least 60 hours at SBC by the end of either the junior or senior year.

ACADEMIC HONORARY ORGANIZATIONS

Pi Gamma Mu

Qualifications: The purpose of the society is to encourage excellence in the social sciences, to inspire an intelligent approach to social problems, and to promote mutual understanding among people of differing opinions.

Tau Phi - This is an honorary society organized for the purpose of upholding the principle of liberal arts education.

Qualifications: Upperclassmen chosen in recognition of their scholarship, character, and aesthetic sensitivity, as well as their interest and participation in the intellectual growth of the College.

Alpha Lambda Delta - This is an honor society that recognizes academic excellence during a student's first year in college.

Qualifications: A student must have earned a grade point average of 3.5 or higher in either her first term or for the entire academic year.

Sigma Delta Pi - The purpose of the Society is to encourage excellence in the study of Spanish, and to encourage an increased awareness of and involvement in the study of the Spanish language and the cultures and literatures of Hispanic peoples.

Qualifications: New student members are selected annually based on their overall academic record and a demonstrated interest in the study of Spanish.

Psi Chi - The purpose of this society is to encourage, stimulate, and maintain excellence in scholarship and advancing the science of psychology.

Qualifications: Membership is open to SB students who have registered for major or minor standing in psychology, have completed eight semester hours in psychology, are ranked in the upper 35% of their class in general scholarship, and have earned an average grade of "B" in psychology courses.

UPPERCLASS AWARDS AND PRIZES

The Academy of American Poets This is awarded to the student submitting the best poem in the annual competition.

The Alumna Daughter Award This award is to honor an alumna daughter in either the junior or the senior class who has demonstrated at SBC the traditions of sound learning and social responsibility which have characterized the alumnae of the College since its founding.

The Mary Kendrick Benedict Award This award is to honor an upperclass student of high academic standing and personal integrity who has shown a purpose for service in her college experience.

The Jean Besselièvre Boley Fund This fund encourages interest in creative writing. The fund provides a prize for the student submitting the best short story entered in the annual competition. It may also provide a grant-in-aid for a junior or senior with demonstrated ability in creative writing who requires financial assistance.

The Laura Buckham Book Award This award is presented to a **rising junior** who is a French major in recognition of excellence in French and should be used to purchase books relative to the major.

The Helen McClure Gager Award This award recognizes a member of the SB community - student, faculty, or other - who has done distinguished work in the field of chemistry.

The Kenmore Merit Scholarship The scholarship is awarded to a junior or senior who has maintained a 3.3 grade point average and who is selected by the faculty of the Government Program.

The Rebecca Tomlinson Lindblom Award (for excellence in Philosophy & Religion) The award is given to a student demonstrating excellence and achievement academically in Philosophy & Religion as well as applying these principles in daily living.

The Manson Memorial Alumnae Award This award is to give recognition each year to an upperclass student of high academic standing who shows qualities of leadership and makes a constructive contribution to student life.

The Rickards Scholar This award is given to one or more members of the rising sophomore class who best demonstrates potential for leadership, academic excellence, and community involvement.

The Shakespeare Prize This prize is awarded to the student who demonstrates excellence in one or both the upper-level Shakespeare courses.

The Mary Mackintosh Sherer Merit Scholar This award is given to a rising junior who is both a leader and a scholar and who performs her duties with dignity, fairness and devotion to Sweet Briar.

AWARDS CONFERRED AT GRADUATION

Cum Laude - The degree cum laude is a cumulative credit ratio of not less than 3.300.

Magna Cum Laude - The degree magna cum laude is a cumulative credit ratio of not less than 3.500.

Summa Cum Laude - The degree summa cum laude is a cumulative credit ratio of not less than 3.800.

Phi Beta Kappa - Those seniors in the top 35% of their class are eligible for election. Weight is given to recommendations from faculty and to the breadth of each candidate's program as shown by the number and of the variety of courses taken outside her major. Also important are the balance and proportion in a candidate's degree program as a whole. Finally, candidates must demonstrate a knowledge of mathematics and of a foreign language at least minimally appropriate for liberal education.

Alpha Lambda Delta Award This award is given to the graduating Alpha Lambda Delta member who has the highest cumulative average at the end of the first grading period of the senior year.

The American Institute of Chemists Award This award is given to an outstanding chemistry student on the basis of her demonstrated record of leadership, ability, character, and scholastic achievement.

The Martha von Briesen Prize in Photography

The prize is awarded to a graduating senior who has made outstanding achievements in the field of photography as a fine art.

The Marcia Capron Award for Excellence in French This award is given at commencement to a senior for excellence in French.

Penelope Czarra Award The award is given to honor the senior who best exemplifies the combination of scholastic achievement, student leadership, and effective contributions to the improvement of the quality of student life at Sweet Briar.

Connie M. Guion Award The award is given to a member of the graduating class for her excellence as a human being and as a member of the College.

The Maxine Garner Prize in Religion This award is given to a senior chosen by the Department of Religion for outstanding achievement in the study of religion.

The James Lewis Howe Award in Chemistry This award is given to a senior for excellence in chemistry. This award is presented to the recipient in March at a meeting of the Blue Ridge Section of the American Chemical Society.

L'Alliance Francaise Prize This award is presented to a senior nominated by the Modern Languages and Literatures Department for excellence in French language and literature.

The Helen K. Mull Graduate Fellowship in Psychology This award is presented to the highest ranking psychology major in the graduating class for graduate study in psychology.

The Lawrence Nelson Award for Excellence in English This award is presented each year to a senior chosen by the Department of English for general excellence in English.

The Pauline Roberts Otis Award This prize is awarded each year to the senior student of highest academic distinction having been a member of the Junior Year in France program.

The Anne Gary Pannell Taylor Award in History This award is presented to a senior history major who has achieved the highest cumulative academic average.

The Anne Gary Pannell Taylor Graduate Fellowship in History

The fellowship, to encourage high standards of scholarship in history, is awarded annually to an outstanding senior history major who plans graduate study.

The Lucile Barrow Turner Award This award is given to a student or students majoring in music (or in drama) to provide scholarship assistance.

Walker Family Award The award is given to honor the senior with an above average academic standing (min. gpa 3.0), who best possesses the spirit of the Walker family; a cheerful, positive disposition, showing warmth, generosity, and humility in her relationships.

The Wall Street Journal Student Achievement Award for Excellence in Economics This award is presented annually to an outstanding economics major.

The Leigh Woolverton Prize for Excellence in the Visual Arts

The Jessica Steinbrenner Molloy Award This award honors the outstanding student in Theatre Arts, chosen by the faculty of the Theatre Arts department.

The Juliet Halliburton Burnett Davis Award This award recognizes a graduating senior with a major or minor in Environmental Studies for outstanding academic achievement in the program.

W. Edward Overly Award (for Spanish) This award is given to a senior who has demonstrated high scholarly achievement in Spanish.

Kathryn Haw Prize in Art History This award is given to a graduating Art History major who has demonstrated excellence by maintaining a GPA of at least 3.5 in her major.

Section 6 - General Information

CAMPUS OFFICES

A. Office of the Dean

The Dean of the College and the Assistant Deans of Academic Advising have offices on the first floor of Fletcher. The Office of the Dean of the College has responsibility for the following areas: academic counseling; admission with advanced standing; all summer work; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; independent study work; and internships. For hours when the office is open, see the Directory of Hours.

B. Office of the Registrar

The Office of the Registrar, located on the second floor of Fletcher, is the source of information and assistance on course offerings, course registrations, class schedules, registration changes, classroom assignments, academic records, grades and grade reports, grade point averages, requests for transcripts, declaration of majors, transfer credit, and graduation requirements.

C. Office of Co-Curricular Life

The Office of Co-Curricular Life is located on the second floor of Gray Hall. This Division comprises many departments and services, including Residence Life & Housing, Co-Curricular Programs, Health and Counseling, Career Services, Clubs & Organizations, SGA, Judicial Affairs, Orientation, and SWEBOP. The staff in this area are skilled in and available for personal counseling.

Residence Life & Housing

The Department of Residence Life & Housing, located on the second floor of Gray Hall, coordinates all aspects of residential living. In particular questions regarding housing assignments, roommate issues, residence area programming, and the Residence Life Staff, including Resident Assistants, should be directed to this office.

Co-Curricular Programs

The Office of Co-Curricular Programs is located on the second floor of Gray Hall. This office coordinates co-curricular programming, Social Activities Board (SAB), and campus events and activities.

Outdoor Programs

The Director of Outdoor Programs and SWEBOP is located on the second floor of Gray. Students interested in outing activities, or

becoming a Cabin Leader, should seek out this staff member. SWEBOP offers fun and challenging adventures, from beginner trips to advanced leadership opportunities throughout the year.

D. Career Services

Career Services welcomes all students. The comprehensive career planning program offered to students is designed to help woman identify and attain her professional goals. The staff presents workshops on various skills and pertinent topics on a regular basis. Representatives from graduate schools, including business and law schools, and recruiters from different businesses interview students on campus. In addition, a full range of placement services are available to students. The Career Library and the Career Services Homepage houses information on a broad spectrum of career areas, as well as graduate schools, internship and job announcements, and current job openings.

Students may elect to take an interest inventory and/or the Myers-Brigg Type Indicator to aid in self-assessment and career decisions

The Career Connection (alumnae network) provides contacts for possible internships, summer jobs, and permanent employment. Seniors and graduates may open a permanent credential file. The Director and staff are always available for personal conferences concerning career direction and preparation. Students are urged to participate in Career Services activities from the very beginning of their college years

E. Alumnae Association

The Boxwood Alumnae House, home of the Sweet Briar College Alumnae Association, is located on the Sweet Briar campus. Mrs. Scott A. Zingaro [Louise Swiecki '80] is the Director. The purpose of the Association is to foster and promote in individual alumnae and alumnae clubs an active interest in Sweet Briar College. This interest builds a lifelong network of friendship and mutual support. The Association works in a variety of ways: by acting as the liaison between the College and its alumnae; by publishing the Alumnae Magazine; and by continuous communication with alumnae either through their classes or area clubs. Alumnae give financial support to the College by working for and giving to the Alumnae Fund, and by supporting club scholarships. They work actively to encourage qualified students to apply to Sweet Briar for admission, and constantly attempt to uphold in their communities the image of Sweet Briar as a superior college for women. The Alumnae Association provides many outstanding speakers and programs for the College community. The office staff coordinates all alumnae programs and provides many special services, such as keeping up-to-date address files which include information on occupations, and offering alumnae college/travel opportunities, reunion weekends, etc. to alumnae.

College Officials



Elisabeth S. Muhlenfeld
President of the College



George Lenz
Dean of the College



Mary Lou Merkt
*Vice President for Finance
and Administration*



Susan Iverson
Acting Dean of Co-Curricular Life

DIRECTORY OF HOURS

A. Admissions Office	Monday-Friday:	8:30a.m.-5p.m.
	*Saturday:	8:30 a.m.-12:30
	*(except during summer months)	
B. Bank	Monday-Friday:	8:45 a.m.-12:15
	Friday:	2 p.m.-4 p.m.
C. Book Shop	Monday-Friday:	9 a.m.- 5 p.m.
	Saturday	10 a.m.-1 p.m.
D. Career Services	Monday-Friday:	8:30a.m.-5p.m.
	Sunday-Thursday	7 p.m.-9 p.m.
E. Office of the Dean	Monday-Friday:	8:30a.m.-5p.m.
F. Registrar	Monday-Friday:	8:30a.m.-5p.m.
G. Co-Curricular Life	Monday-Friday:	8:30a.m.-5p.m.
H. Health & Counseling	Monday-Friday:	8:30a.m.-5p.m.
	Counselor's hours:	Appointment
	Nurse Practitioner:	Appointment
I. Main Library	Monday-Friday:	8a.m.-12 a.m.
	Saturday:	9a.m.-12a.m.
	Sunday:	1p.m.-12a.m.
Art Library	Monday-Thursday	9a.m.-12a.m.
	Friday-Saturday	9 a.m.-5 p.m.
	Sunday	1p.m.-12a.m.
Music Library	Monday-Thursday	1 p.m.-11 p.m.
	Friday-Saturday	1 p.m.-5 p.m.
	Sunday	1 p.m.-11 p.m.
Science Library	Monday-Thursday	8:30am-12a.m.
	Friday	8:30a.m.-5p.m.
	Saturday	9 a.m.-5 p.m.
	Sunday	1 p.m.-12a.m.
Library is closed for all holidays. Library Hours will be extended before exams.		
J. Prothro Commons		
Breakfast	Monday-Friday:	7 a.m.-9:15 a.m.
	Saturday	8:30 a.m.-11 a.m.
Lunch	Monday-Friday:	11:30 a.m.-1:30p.m.
	Saturday	11 a.m.-1:30 p.m.
Dinner	Sunday-Saturday:	5 p.m.-7 p.m.
Brunch	Sunday	9:30 a.m.-1:30 p.m.
The Commons is closed during all scheduled College vacations.		
K. Post Office	Monday-Friday:	8:15 a.m.-1 p.m.
		3 p.m.-4:45 p.m.
The Post Office is closed Saturdays, Sundays, and all legal holidays.		

L. Wailes Student Center

Bistro: Monday-Sunday: 24 hours per day
Monday-Friday: 8:30 a.m.-midnight
Saturday & Sunday: 3 p.m.-midnight

Bistro closed during all scheduled College vacations.

Campus Police Office (Routine Business)

Monday-Friday: 7 a.m.-3:30 p.m.
Information Center 24 hours/day all year

M. Pannell Art Gallery Tuesday-Thursday 7:30 p.m.-9:30p.m.
Saturday- Sunday 1 p.m.-4 p.m.
(different hours during the summer or vacation periods)

N. Pool September 5- October 9, 1994
MWF
11:30 a.m.-1:15p.m., 4-5 p.m., 7-8:30 p.m.
TTH
Noon-1 p.m., 7-8:30 p.m.
Sat., Sun.
1:30-3 p.m., 7:30-8:30 p.m.
Oct. 10- March 8, 1995
MWF
11:30 a.m.-1:15 p.m., 7-8:30 p.m.
TTH
Noon-1 p.m., 7-8:30 p.m.
Sat., Sun.
1:30-3 p.m., 7:30-8:30 p.m.
March 9-May 17, 1995
MWF
11:30 a.m.-1:15 p.m., 4-5 p.m., 7-8:30p.m.
TTH
Noon-1 p.m., 7-8:30 p.m.
Sat., Sun.
1:30-3 p.m., 7:30-8:30 p.m.

PLEASE NOTE: Please use the rear entrance to the Daisy Williams Gymnasium after 5 p.m.on weekdays, and all day on weekends and holidays. Please do not use the front door for an exit.

O. Residence Life & HousingMonday-Friday: 8:30 a.m.-5 p.m.

GENERAL INFORMATION

Day Student Information

Meals: Day Students may purchase meals for cash at the College meal rate. Meals may be paid for at the hostess' desk in the lobby of Prothro Commons.

Vehicle Registration: vehicles belonging to Day Students and new or different vehicles belonging to students who have previously registered other vehicles are to be registered in the Campus Police Office, located in the Wailes Student Center. Vehicle registration is annual and free to Day Students.

Parking on campus: if the gym parking lot is full, utilize Guion parking lot. See "Vehicles" section for general parking and other vehicle regulations, which apply to Day Students.

Day Students' Room: In the Chapel basement is the Day Students Room. Keys may be obtained from the Office of Co-Curricular Life.

Campus Employment

Application for jobs must be made to, and cleared through, the Director of Financial Aid. Since all recipients of financial aid are normally expected to hold self-help jobs, they will be given preference in job placement.

Delinquent Accounts and Bad Checks

No student who is in arrears to any department or enterprise of the College will be permitted to receive a transcript or diploma. A fine of \$20 will be charged for any check returned for any reason. If more than one check is returned, the student may lose check cashing privileges for the remainder of the academic year.

Identification Cards

An ID card is issued to each student at the Campus Police Office. The ID is issued at the beginning of the College year. The student is on her honor not to tamper with, borrow, or lend her ID card. The ID card is required by the College for cashing of checks at the Business Office; for checking out books from the library; for charging items at the Book Shop; and may be requested by any Department of the College at any time. The issue of the original ID card each school year is covered by the check-in fee. Lost, stolen or mutilated ID cards may be replaced for a fee at the Campus Police Office which is open from 7:00 am to 3:30 pm each Monday through Friday.

Responsibility for Property

Although the College strives to protect the property of its students in the same manner as its own, it will not be responsible for the loss of any personal property of any student. Students are responsible for loss to College property not incurred during normal usage. There is no painting of any College property, except the freshmen hitching post and the sophomore rock. There is no painting of individual or stage property in any area of the residence halls. Any violation of this policy will result in individuals or clubs responsible for the damage being assessed for paint removal or for redecoration of the area in question.

Public Conduct

Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good names and ideals of the College.

Married Students

If a student enrolled in Sweet Briar College plans to marry before graduation, she is requested to notify the Dean of Co-Curricular Life of her marriage plans at least one month in advance of the marriage. Since student housing is not available for married couples on campus, the student and her partner are responsible for making off-campus housing arrangement.

Fundraising

Any fundraising projects, either on or off campus, should be cleared in advance with the Vice President of Development. The stipulations regarding publicity and fundraising are made to prevent conflicts with College-wide fundraising programs and to promote the best interests of the College community in this area.

Food, Merchandise, and Service Sales

Any group of students, organization, or individual from on or off campus wishing to sell food, refreshments, merchandise, or services on the campus must secure permission in advance from the Dean of Co-Curricular Life and the Vice President for Finance and Administration. Off campus stores, organizations, or individuals must confine their activities to the Wailes Student Center. There is a fee for the use of a room in this facility.

Scheduling Events/College Calendar

The College calendar is maintained in the Office of Public Relations and is under the supervision of the Director of College Events. Approval for all events, whether they are to be listed on the weekly calendar, is required, and approval must be given at least 24 hours in advance of the event. Appropriate reservation forms ("green sheet") must be completed through the Office of Public Relations. Requests for set up should be made to the Director of College Events. Requests for catering can be made after completion of the green sheet form and should be made at least two weeks in advance with the catering manager. Tentative reservations for a particular date, time and place of the event will be held by the Director of College Events for only 48 hours. All student sponsored events require the signature of the Director of Co-Curricular Programs. The weekly College calendar is compiled and published each Thursday by the Office of Public Relations. All events listed on the calendar ("Week's View") must be approved by noon of the day before (Wednesday). Any unavoidable time changes or cancellations should be relayed to the Director of College Events immediately and, if possible, be made prior to the calendar deadline preceding the event.

Regulations Concerning the Use of College Property and Facilities

- Written permission for the use of College property, including rooms, equipment and campus areas, for other than its usual function, must be obtained in advance from the appropriate member(s) of the College administration.
- Requests from groups or individual(s) not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office at least three weeks in advance of the planned mailing date. Such requests must be accompanied by copies of all materials to be included in the mailing.
- Written approval of the contents must be obtained from appropriate members of the Administration and the Director of Public Relations before the mailing can be processed. If permission is granted to use the College's mailing facilities, the individual(s) or group concerned will pay in full for all services rendered and materials used. Letters or statements must be signed and envelopes must carry the name of an individual to whom a reply may be directed. College stationery and envelopes are not to be used.

Publicity Guidelines

On campus: Any reporter, photographer, filmmaker, videotaper, or distributor of questionnaires who is not a member of the Sweet Briar community must have the permission of the Office of Public Relations to work on

campus. The Office of Public Relations must be notified in advance if someone will be working on campus so that preparations can be made and approved to insure cooperation from the members of the community and to protect the College, students and others from unwanted publicity. Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on the campus.

Off Campus: Media relations and off campus publicity relating to Sweet Briar College, its students, faculty and programs are handled through the Office of Public Relations. This office issues news releases and hometown stories about students and is interested in learning about student activities and accomplishments. Every Sweet Briar student represents the College to the outside world, and what she says to reporters, editors or College guides, and others contributes to the image of Sweet Briar College. Therefore, with the exception of engagement and wedding announcements, any material a student wishes to submit to any of the media should be cleared with the Director of Public Relations. If a student is unexpectedly questioned off campus by a reporter, she may, if she wishes, identify herself as a Sweet Briar student but should make clear that she is speaking only for herself as an individual.

- The Office of Public Relations also is responsible for most College publications. Students, with their consent, are often interviewed and/or photographed and quoted in such publications.

- In case of an automobile accident, a student is advised not to give any information to any reporter or photographer. In the interest of the owner of the car and her/his insurance coverage, it is important that information be given only to police authorities, and that it should be factual. Students are advised not to sign any report of the accident or to assume liability, except at the directive of the police.

COLLEGE CALENDAR

Fall Term 1997

August	31	New students arrive.
September	5	Returning Students Arrive Registration (1-3 p.m.)
	8	Classes Begin (8:30 a.m.)
	15	Opening Convocation (4 p.m.)
October	3	Founder's Day
	16, 17	Reading Days
	24-26	Families Weekend
November	5	Registration for Winter Term
	10-13	Registration for Spring Term
	25-30	Thanksgiving Vacation (Begins at 5:30 p.m.)
December	12	Classes end (2:30 p.m.)
	13, 14	Reading Days
	15-19	Examinations
	19	Winter Vacation Begins (Residence Halls Close 5:30 p.m.)

Winter Term 1998

January	4	Residence Halls Open (1 p.m.)
	5	Winter Term Begins
	30	Winter Term Ends

Spring Term 1998

February	9	Spring Term Begins (8 a.m.)
March	20-29	Spring Vacation Begins (2:30 p.m.)
April	13-16	Registration for Fall Term
May	15	Classes End (4:30 p.m.)
	16-20	Examinations [Seniors must finish exams by 4:30 p.m. on May 19]
	23	Baccalaureate Service (3:30 p.m.)
	24	Commencement



KEY TO MAP

- 1 Clerk Post
- 2 Florence Burton Inn
- 3 White Sulphur Springs (Hilltop Inn)
- 4 Mary Helen Graham Library
- 5 Headmaster's Office
- 6 Student Union (Hilltop Inn)
- 7 Headmaster's Office
- 8 Student Union (Hilltop Inn)
- 9 Student Union (Hilltop Inn)
- 10 Student Union (Hilltop Inn)
- 11 Student Union (Hilltop Inn)
- 12 Student Union (Hilltop Inn)
- 13 Student Union (Hilltop Inn)
- 14 Student Union (Hilltop Inn)
- 15 Student Union (Hilltop Inn)
- 16 Student Union (Hilltop Inn)
- 17 Student Union (Hilltop Inn)
- 18 Student Union (Hilltop Inn)
- 19 Student Union (Hilltop Inn)
- 20 Student Union (Hilltop Inn)
- 21 Student Union (Hilltop Inn)
- 22 Student Union (Hilltop Inn)
- 23 Student Union (Hilltop Inn)
- 24 Student Union (Hilltop Inn)
- 25 Student Union (Hilltop Inn)
- 26 Student Union (Hilltop Inn)
- 27 Student Union (Hilltop Inn)
- 28 Student Union (Hilltop Inn)
- 29 Student Union (Hilltop Inn)
- 30 Student Union (Hilltop Inn)
- 31 Student Union (Hilltop Inn)
- 32 Student Union (Hilltop Inn)
- 33 Student Union (Hilltop Inn)
- 34 Student Union (Hilltop Inn)
- 35 Student Union (Hilltop Inn)
- 36 Student Union (Hilltop Inn)

LOCATIONS DIRECTORY

1	Chapel	21	Student Union (Hilltop Inn)	31	Student Union (Hilltop Inn)
2	Florence Burton Inn	22	Student Union (Hilltop Inn)	32	Student Union (Hilltop Inn)
3	White Sulphur Springs (Hilltop Inn)	23	Student Union (Hilltop Inn)	33	Student Union (Hilltop Inn)
4	Mary Helen Graham Library	24	Student Union (Hilltop Inn)	34	Student Union (Hilltop Inn)
5	Headmaster's Office	25	Student Union (Hilltop Inn)	35	Student Union (Hilltop Inn)
6	Student Union (Hilltop Inn)	26	Student Union (Hilltop Inn)	36	Student Union (Hilltop Inn)
7	Headmaster's Office	27	Student Union (Hilltop Inn)		
8	Student Union (Hilltop Inn)	28	Student Union (Hilltop Inn)		
9	Student Union (Hilltop Inn)	29	Student Union (Hilltop Inn)		
10	Student Union (Hilltop Inn)	30	Student Union (Hilltop Inn)		
11	Student Union (Hilltop Inn)				
12	Student Union (Hilltop Inn)				
13	Student Union (Hilltop Inn)				
14	Student Union (Hilltop Inn)				
15	Student Union (Hilltop Inn)				
16	Student Union (Hilltop Inn)				
17	Student Union (Hilltop Inn)				
18	Student Union (Hilltop Inn)				
19	Student Union (Hilltop Inn)				
20	Student Union (Hilltop Inn)				
21	Student Union (Hilltop Inn)				
22	Student Union (Hilltop Inn)				
23	Student Union (Hilltop Inn)				
24	Student Union (Hilltop Inn)				
25	Student Union (Hilltop Inn)				
26	Student Union (Hilltop Inn)				
27	Student Union (Hilltop Inn)				
28	Student Union (Hilltop Inn)				
29	Student Union (Hilltop Inn)				
30	Student Union (Hilltop Inn)				
31	Student Union (Hilltop Inn)				
32	Student Union (Hilltop Inn)				
33	Student Union (Hilltop Inn)				
34	Student Union (Hilltop Inn)				
35	Student Union (Hilltop Inn)				
36	Student Union (Hilltop Inn)				

